

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/04/2013		2. CONTRACT NO. (If any) EP-W-13-026		6. SHIP TO: a. NAME OF CONSIGNEE R6 HOUSTON	
3. ORDER NO. 0001		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 6 Houston Laboratory 10625 Fallstone Road	
				c. CITY Houston	e. ZIP CODE 77099
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963450866 ESAT R6- Task Order 01: Superfund Analytical Support Services Funding in the amount of \$85,500.00 has been allocated to this Task Order from the Contract and is the current ceiling amount. Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
	21. MAIL INVOICE TO:					\$0.00
	a. NAME RTP Finance Center					
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					\$85,500.00
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

17(h)  
TOTAL  
(Cont.  
pages)

17(i)  
GRAND  
TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Matt Courtad  
TITLE: CONTRACTING/ORDERING OFFICER

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/04/2013	CONTRACT NO. EP-W-13-026	ORDER NO. 0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The ceiling to this Task Order will be changed via a modification pending negotiation between EPA and the contractor. TOPO: Myra Perez Max Expire Date: 09/30/2014 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 13--T-72BS-303DD2-2505-HQ00BM00--1372BS5058-001 BFY: 13 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1372BS5058-001 Period of Performance: 12/05/2013 to 09/30/2014</p>					
0001	<p>Task Order Base Period Contract Base Period year 1 Period of Performance: (12/05/2013-09/30/2014)</p>					
0002	<p>Task Order Option Period 1 Contract Base Period year 2 Period of Performance: (10/01/2014-09/30/2015) (Option Line Item) 09/30/2014</p>				0.00	
0003	<p>Task Order Option Period 2 Contract Base Period Year 3 Period of Performance: (10/01/2015-09/30/2016) (Option Line Item) 09/30/2015</p>				0.00	
	<p>The obligated amount of award: \$0.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



**REGION 6 ESAT CONTRACT: EP-W-13-026**  
**Year 1**  
**Period of Performance: 12/05/2013 – 9/30/2014**  
**Task Order 01**  
**Superfund Analytical Support Services For Region 6**

**STATEMENT OF WORK**

**INTRODUCTION AND PURPOSE:**

The purpose of this Task Order (TO) is to provide Superfund analytical chemistry support to the EPA Region 6 Laboratory.

The contractor shall provide analytical chemistry support to the EPA Region 6 Houston Laboratory under the provisions of the Statement of Work (SOW) Task Area I, Analytical Support, of this contract. EPA will provide adequate facilities, equipment and supplies to perform all analytical-related tasks under this TO. As stated in the SOW, the contractor shall perform such sample preparation, extraction, digestion, concentration, clean-up, analysis, and laboratory support operations as required by the analytical method or analysis specified or referenced in the Technical Direction Form (TDF). The contractor shall also perform such qualitative and quantitative analyses of samples as specified or detailed by the Technical Direction Form (TDF). The contractor shall develop new methods or revise existing standard operating procedures (SOPs) for analyses and sample preparation for methods, analytes or matrices for tasks described in this task order, as described in the contract SOW under Task IV. The contractor may perform peer review of analytical data generated by the EPA Region 6 Laboratory under this task order.

**TASK 01: Task Order Management:**

The contractor shall track the status of tasks and labor hours and costs for each task under this TO, including each site-specific project, in accordance with an SOP to be submitted by the contractor for EPA approval. The contractor shall provide the contract Project Officer (PO) and TOCOR with weekly reports of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF).

Team management shall meet with the PO, and TOCOR on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy

and computer file of each deliverable submitted under this TO. Each final deliverable such as analysis submitted to the PO and TOCOR shall be accompanied by a "Task Completion Form" in a format approved by EPA. Sample preparation extracts shall be delivered to the EPA with appropriate laboratory form.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOCOR with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOCOR prior to submission of the deliverable. The contractor shall submit to the PO a written justification of why the peer review could not be performed.

The contractor shall immediately notify the PO and TOCOR as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its Quality Management Plan (QMP). The contractor shall revise its QMP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed. The contractor shall follow Good Laboratory Practices for all analytical work required under this TO. The contractor shall comply with all Region 6 Laboratory environmental and waste handling rules and procedures while in the lab. The contractor shall adhere to the Region 6 Laboratory Environmental Management System (EMS), which can be found under the LAN at S/SHARE/EMS Coordinator.

**Deliverables:** The contractor shall submit to the PO, TOCOR, and CO, if requested, an SOP for tracking activities under this task.

The contractor shall submit to the PO and TOCOR weekly reports of the status of tasks and costs under this TO. The reports shall be submitted on Thursdays or Fridays for the preceding weekly period.

The contractor shall submit to the PO and TOCOR a QMP covering applicable activities under this TO within the periods specified in an applicable TDF. The contractor shall submit to the

PO and TOCOR any revisions to its QMP in accordance with task requirements and TDFs issued by EPA.

## **TASK 02: Environmental Sample Support--Preparation and /or Analysis**

Samples will be assigned to the contractor for analytical chemical support by means of a Technical Direction Form (TDF) issued by the TOCOR. The TDF will give specifics as to the number of samples, preparations and/or analyses requested, sample matrices, start and completion dates for the contractor effort. The contractor shall complete all work in accordance with the instructions of the TDF. Sample preparation, analyses, and support methods may be cited by reference or in EPA Region 6 SOPs available to the contractor. If deviations are required from the instructions, work requested, or technical procedures given in the TDF, alternate technical instructions will be provided in writing via TDF.

The contractor shall perform typical organic environmental sample preparations such as extraction, concentration and clean-up techniques specified by the various EPA methods such as those listed in the Superfund Contract Laboratory Program (CLP) Statement of Work and SW-846 methods for the analysis of semi-volatiles, pesticides, herbicides, PCBs and other analytes as specified to the contractor. In addition, specific methods may be developed or required for the preparation and/or analysis of certain analytes. Such preparations and determinations may include determination of solids, toxicity leaching procedures, zero-head space for volatiles, chemical reactivity and combinations of clean-up methods or concentration techniques.

The contractor shall perform typical inorganic environmental sample preparations for metals analysis by ICP, GFAA, Mercury and its analysis, percent solids in various solid matrices and toxicity characteristic leaching procedures. Typical inorganic/physical/wet chemistry sample support may also be required, include preparations for solid determinations, various digestion techniques for metals, pH, ignitability, reactivity, or other SW-846 character tests. The above list gives some, but not all, of the inorganic/physical/wet chemistry sample parameters that the contractor inorganic lab support may be required to process.

The contractor shall be responsible for becoming familiar with the Regional Laboratory Information Management System (LIMS). The contractor shall input sample prep and/or analysis information into the LIMS in accordance with EPA guidance and instructions.

The contractor shall perform general laboratory maintenance and support such as described in Task I of the contract SOW including general housekeeping, glassware cleaning and disposal, solvent restocking, sample disposal, check daily temperature logs of refrigerators, freezers and ovens, balance checks and instrument maintenance. The contractor may be tasked to input solvent, chemicals, and reagent information into the Vertere Chemical Inventory System in accordance with TDF instructions.

**Documentation:****SOPs, SOWs and Guidelines Available to the Contractor**

For the performance of sample preparation and laboratory support operations as defined in this Task Order under Contract SOW TASK Area I, activities are done using the EPA basic methods as described in the following documents, which are available to the contractor:

- I. For preparation of samples as per Superfund Contract Laboratory Program SOWs and RCRA SW-846, the following statements of work (SOW) or methods are available:
  - A. CLP Organic SOW SOM01.2 and updates
  - B. CLP Inorganic SOW ISM02.1 and updates
  - C. RCRA SW-846 updates
- II. For general lab preparation and support, the following is a partial list of EPA Houston Laboratory standard operating procedures (SOPs) which are available. The contractor shall have access to all SOPs, which can be found under the LAN at S/SHARE/SOPS:

**Environmental Services Branch--- Houston SOPs****TABLE OF CONTENTS****QA/ Safety/ Sample Management**

<u>SOP Number</u>	<u>SOP Title</u>
SOP SH-01:	Chemical Inventory
SOP SH-02:	Waste Disposal
SOP SM-03:	Sample Custody
SOP SM-04:	Document Control
SOP QA-06:	Percent Dry Solids

**Organic Laboratory Procedures**

<u>SOP Number</u>	<u>SOP Title</u>
SOP 001:	Organic Glassware Cleaning
SOP 100:	Aqueous Sample Extraction: General Instructions and Guidance
SOP 108:	Accelerated One-Step Continuous Extraction of Pesticides & PCBs
SOP 109:	Accelerated One-Step Continuous Extraction of Semi-Volatiles
SOP 110:	Aqueous Screening for Pest/PCBs and ABNs
SOP 305:	Automated Soxhlet Extraction of Pest/PCBs in Solids
SOP 306:	Automated Soxhlet Extraction of Semi-Volatiles in Solids
SOP 390:	Soil Screening for Pest/PCBs in Solids
SOP 391:	Soil screening for Semi-Volatiles
SOP 401:	TCLP Extraction for Pest/Herb/ABN Semi-Volatiles
SOP 402:	TCLP Extraction for Volatiles Using Zero Head Space

SOP 501:	Gel Permeation Chromatography
SOP 506:	Elemental Sulfur Clean Up
SOP 507:	Micro and Macro Florisil Clean Up
SOP 508:	Sulfuric Acid Clean Up (PCBs, Toxaphene, and Technical Chlordane)
SOP 698:	Organic Extraction Concentration Methods
SOP 002:	Sample Extract Transfer Log

#### Inorganic Laboratory Procedures

<u>SOP Number</u>	<u>Title</u>
SOP IP-1:	Inorganic Glassware Cleaning
SOP IP-7:	TCLP Extraction
SOP IP-10:	Aqueous and Solid Sample Preparation for ICP/GFAAS by Hot Block Digestion
SOP IP-11:	Aqueous Sample Preparation for Mercury by Hot Block Digestion
SOP IQ-9:	Preventative Maintenance
SOP QA-06:	% Dry Solids
SOP IA-12:	Analysis of pH in Water and Soils
SOP IA-14:	Determination of Mercury in Aqueous Samples by Cold Vapor AAS
SOP IA-15:	Determination of Mercury in Solid Samples by Cold Vapor AAS
Appendix A:	Methods for Determination of Metals SW846

NOTE- New SOPs and updates to the above EPA-Houston SOPs are available on the Houston Lab's LAN network (R6HOUSTON\SHARE\SOPS). EPA SOPs may be revised or added as required. The Laboratory's Quality Assurance Officer will make the contractor aware of the SOP changes via email.

TDFs from EPA to the contractor for lab support services will normally specify EPA SOPs as performance criteria. If the contractor desires to use their own SOP for a specific TDF, it is the contractor's responsibility to cross-reference their SOPs with those of EPA and assure compatibility if contractor SOPs are used. The contractor's SOPs when used must have EPA approval.

**Region 6 ESAT – Contract # EPW13026  
Year 1 (12/05/13 – 09/30/2014)**

**Task Order 01 –Superfund Analytical Support**

The following is an estimate of the number of samples that will require preparation and/or analysis during the period of performance 12/05/2013 to 09/30/2014.

<b>Lab Support</b>	<b>Sample Preparation &amp;/or Analysis</b>		<b>ESTIMATED NO. OF SAMPLES</b>
Organic	Volatile analysis		500
	Semi-volatiles prep &/or analysis	prep	550
		analysis	180
	Pesticides/PCB prep &/or analysis	prep	210
		analysis	0
	1,4 – Dioxane prep		80
Inorganic	Metals &/or Mercury prep		1250
	Mercury analysis		250
	pH determination		250
	Total prep & analysis		<b>3270<sup>1</sup></b>

Does not include laboratory QC samples. <sup>1</sup>

The following is an estimate of the number of samples that will require peer review of analytical data generated by the EPA Region 6 Laboratory during the period of performance 12/05/2013 to 09/30/2014.

<b>Peer Review of EPA Generated Data</b>	<b>Fraction / Parameter</b>	<b>ESTIMATED NO. OF SAMPLES</b>		<b>Total</b>
	Volatiles	40		40
	Pesticides / PCBs &/or Semi-VOAs	40		40
Total				<b>80</b>

The TOCOR will assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a TDF. The TDF will specify the number and identity of samples requiring analysis and/or preparation, the analytical methodologies to be used, and a schedule for prep/analysis and submission of deliverables.

**\* DELIVERABLES FOR TASK 02 \***

For each sample project assigned to the contractor or as specified by the TDF, the submission of interim and/or final deliverables will be required as listed below:

Sample extracts for organics and inorganics analysis shall be delivered to the proper holding area or analyst as specified. Lab and LIMS bench sheets shall be delivered and shall indicate all appropriate procedures, weights, volumes, dilutions, clean-ups, standards, surrogates and spikes used (lot numbers, traceability of standards must be in lab notebooks), times started and completed, all concentration methods or blow-downs used. The contractor personnel shall sign and date all bench sheets or lab notebooks. After completion, the contractor shall submit the completed ESAT preparation or analysis record package to the TOCOR. Documentation to be included in the deliverables package may be specific to the analysis or support requested and will be detailed in the TDFs.

The EPA or ESAT analyst (as specified by the TDF) shall receive the samples extracts or process the analysis and shall inform the TOCOR of needed corrections or resubmissions required; the required resubmissions shall be delivered to the TOCOR. The contractor will be notified via TDF of required resubmissions and the required delivery via TDF.

Combined preparation and analysis operations—MERCURY:  
Since the prep and analysis for mercury is usually a combined operation, the analysis portion is included here with the preparation for purposes of this TO. Analysis for mercury will be done as specified in the TDF and the completed results for such will be included in the respective site or sample analysis folder.

On a weekly basis, the contractor shall submit to the TOCOR and PO, a lab status report for organic and inorganic samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, the contractor shall note any problems found with equipment or supplies during the week.

On a semi-annual basis (fiscal year and contract year end), the contractor shall submit an End of the Year Report that provides the total number of samples analyzed and prepped by parameters (e.g. total semi-volatiles prep, total semi-volatiles analyzed, total metal samples prep, etc.). The contractor shall provide this information in an electronic and hard copy format. The End of the Year Reports must be maintained electronically during the duration of the contract. The report shall be in a format proposed by the contractor, and approved by EPA.



### **TASK 03: QA/QC Support and Other Related Activities**

The contractor shall evaluate new analytical methods, procedures or lab support equipment or instrumentation (liquid chromatograph, concentrators, clean-up, etc.). Specific technical instruction will be provided via the TDF issued by the TOCOR. The task objective is to verify the acceptable performance of the method, equipment, instrument or procedures. Technical criteria to be used in performing evaluation(s) will be specified in the TDF.

As specified by TDF or on an annual basis which ever is more frequent, the contractor shall prepare, review and revise, as necessary, all contractor SOPs, guidance documents and analytical protocols used for the performance of work specified in Tasks 02 and 04 of this Task Order. The contractor shall develop and draft new SOPs, as needed, if they are used and are specific to new or revised analytical procedures or lab support requirements.

The contractor shall perform QA/QC related activities as associated with this task, such as review of lab logbooks, reports and deliverables. A visual inspection of glassware and sample preparation apparatus may also be done.

In addition, the contractor shall perform analytical chemistry related activities which are necessary to support EPA QA and consistent with this contract SOW such as attendance at EPA and/or OSHA required health and safety training, vendor-specific operation /maintenance training for specialty equipment/instruments and other EPA- specific training required to perform tasks specified in this Task Order as specified by the TDF. It is anticipated that the contractor will attend at least one EPA sponsored H & S refresher course and two vendor training seminars during the course of this TO.

#### **\* DELIVERABLES FOR TASK 03 \***

For SOPs, the contractor shall submit to the TOCOR and PO within 30 days from the start of the task order period of performance, a complete list of all current contractor SOPs applicable to those activities provided for in Task Area I of the contract SOW. The list shall include the most recent date and version of the contractor SOP and the cross reference to the EPA SOP, if applicable. Changes to existing contractor SOPs since the last update shall be noted by italics; new SOPs shall so be designated. Each revision, update or new SOP shall be submitted to the TOCOR via electronic or hard copy. For other specific items, the TDF will specify the deliverables.

### **TASK 4: Organics Analyses Support**

The contractor shall perform analyses of volatile organic compounds, semi-volatile organic compounds, and pesticides/PCB analytes or target compounds as specified by the TDF, utilizing

the analytical methods referenced in the EPA provided SOPs. Samples assigned for analysis can either be a part of the preparation TDF or via separate analysis TDF, see Task 02 -- of this TO and the TDF will specify the site name, account number, the number of samples, analyses requested sample matrices and the dates of sample receipt and requested sample analyses turnaround times. Deviation from technical procedures, variations of analyses or change of parameters requested will be provided in writing by means of a TDF.

#### **Documentation: SOPs, SOWs and Guidelines Available to the Contractor**

For the performance of organic sample analyses support operations as under this Task Order and as described in the Contract SOW TASK I, activities are done using EPA Region 6 methods as follows, which are available to the contractor as hard copy, e-files or on the LAN:

O-ANALYS.SOP SOP 701: Semivolatiles Analysis

O-ANALYS.SOP SOP 702: Volatiles Analysis

O-ANALYS.SOP SOP 703: Pesticides and PCB Analysis

The above are considered basic areas for contractor organic analytical support and the contractor shall become familiar with these methods, especially SOP 704 to be ready to support the EPA. NOTE--All EPA analytical SOPs are found on the LAN.

#### **\* DELIVERABLES FOR TASK 04 \***

For each sample project assigned to the contractor or as specified by the TDF, the submission of interim and/or final deliverables will be required as listed below:

Analyses from sample extracts should be delivered to the proper analyst or holding and/or storage area. Lab bench sheets shall be delivered to the analyst and/or official laboratory folder must indicate all appropriate procedures, weights, volumes, dilutions, clean-ups, standards, surrogates and spikes used (lot numbers, traceability of standards must be in lab notebooks), times started and completed, all concentration methods or blow-downs used. The contractor shall input all prep related information into the Regional LIMS and print the lab bench sheet from the LIMS. The contractor personnel shall sign and date all bench sheets or lab notebooks relating to the analyses. All analyses shall be internally reviewed for completeness and quality assurance checks. All contractor produced analytical results shall be entered into the LIMS. The contractor analyst or designee shall inform the EPA TOCOR or PO of needed corrections or re-submissions which may be required and which will be delivered to the EPA. The contractor will be notified of necessary resubmissions and the required delivery via TDF.

After completion, the contractor shall submit the contractor analysis record package to the EPA TOCOR or PO. Documentation to be included in the deliverables package may be specific to the analysis or support requested and will be detailed in the TDF.

The contractor shall maintain a sample project file for each assigned analysis activity, including raw data, results and quality assurance forms. The contractor shall have a system of peer review for all released contractor data.

On a weekly basis, the contractor shall submit to the TOCOR and PO a lab status report for organic and inorganic samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, the contractor shall note any problems found with equipment or supplies during the week. The analysis lab status report can be combined with that of the sample preparation lab status report—see task 02.

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00040	Funding Only Action	8/22/2018	\$48,000.00	\$0.00
P00039	Funding Only Action	5/22/2018	\$40,000.00	\$0.00
P00038	Exercise an Option	5/9/2018	\$0.00	\$1,108,930.00
P00037	Funding Only Action	4/25/2018	\$36,000.00	\$0.00
P00034	Funding Only Action	1/12/2018	\$8,000.00	\$0.00
P00033	Funding Only Action	11/17/2017	\$0.00	\$0.00
BASE		12/4/2013	\$0.00	\$85,500.00
036	Funding Only Action	3/8/2018	\$32,172.00	\$0.00
035	Funding Only Action	2/28/2018	(\$20,000.00)	\$0.00
032	Exercise an Option	9/13/2017	\$61,891.50	\$0.00
031	Other Administrative Action	9/13/2017	\$0.00	\$0.00
030	Funding Only Action	8/11/2017	(\$40,874.42)	(\$40,874.42)
029	Funding Only Action	7/13/2017	\$143,412.76	\$0.00
028	Funding Only Action	5/19/2017	\$35,000.00	\$0.00
027	Funding Only Action	12/22/2016	\$120,000.00	\$0.00
026	Funding Only Action	12/21/2016	\$18,000.00	\$0.00
025	scope	12/15/2016	(\$9,000.00)	\$0.00
024	scope	11/28/2016	(\$16,000.00)	\$0.00
023	Funding Only Action	10/13/2016	\$90,000.00	\$0.00
022	Exercise an Option	9/19/2016	\$0.00	\$0.00
021	Funding Only Action	6/8/2016	\$118,735.03	\$0.00
020	scope	4/11/2016	\$0.00	(\$11,549.27)
019	Funding Only Action	3/31/2016	\$2,000.00	\$0.00
018	Funding Only Action	3/17/2016	\$136,020.96	\$0.00
017	Funding Only Action	11/24/2015	\$110,500.00	\$0.00
016	Exercise an Option	9/25/2015	\$131,810.00	\$0.00
015	scope	9/2/2015	\$20,971.67	(\$51,045.00)
014	Funding Only Action	8/5/2015	\$5,000.00	\$0.00
013	Funding Only Action	5/19/2015	\$40,000.00	\$0.00
012	Funding Only Action	4/24/2015	\$1,200.00	\$0.00
011	Funding Only Action	4/9/2015	\$0.00	(\$45,478.33)

010	Funding Only Action	2/27/2015	\$140,000.00	\$0.00
009	Funding Only Action	11/13/2014	\$180,000.00	\$0.00
008	Funding Only Action	11/7/2014	\$0.00	\$0.00
007	Other Administrative Action	10/17/2014	\$0.00	\$2,692,043.00
006	Exercise an Option	9/26/2014	\$65,680.00	\$507,072.00
005	Exercise an Option	9/24/2014	\$11,000.00	\$0.00
004	scope	6/18/2014	\$160,979.00	\$214,282.00
003	Funding Only Action	5/22/2014	\$38,925.00	\$0.00
002	Funding Only Action	1/31/2014	\$160,000.00	\$0.00
001	Other Administrative Action	1/13/2014	\$0.00	\$198,925.00
				<b>\$4,657,804.98</b>

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/04/2013		2. CONTRACT NO. (If any) EP-W-13-026		6. SHIP TO: a. NAME OF CONSIGNEE R6 HOUSTON	
3. ORDER NO. 0002		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 6 Houston Laboratory 10625 Fallstone Road	
7. TO: (b)(4)				c. CITY Houston	e. ZIP CODE 77099
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:  <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963450866 ESAT R6- Task Order 02: Data Review and Validation Support Services Funding in the amount of \$52,500.00 has been allocated to this Task Order from the Contract and is the current ceiling amount. Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		b. STREET ADDRESS US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				17(i) GRAND TOTAL
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			
SEE BILLING INSTRUCTIONS ON REVERSE						

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Matt Courtad  
TITLE: CONTRACTING/ORDERING OFFICER

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/04/2013	CONTRACT NO. EP-W-13-026	ORDER NO. 0002
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The ceiling to this Task Order will be changed via a modification pending negotiation between EPA and the contractor. TOPO: Myra Perez Max Expire Date: 09/30/2014 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 13--T-72BS-303DD2-2505-HQ00BM00--1372BS5058-001 BFY: 13 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1372BS5058-001 Period of Performance: 12/05/2013 to 09/30/2014</p>					
0001	<p>Task Order Base Period Contract Base Period year 1 Period of Performance: (12/05/2013-09/30/2014)</p>					
0002	<p>Task Order Option Period 1 Contract Base Period year 2 Period of Performance: (10/01/2014-09/30/2015) (Option Line Item) 09/30/2014</p>				0.00	
0003	<p>Task Order Option Period 2 Contract Base Period year 3 Period of Performance: (10/01/2015-09/30/2016) (Option Line Item) 09/30/2015</p>				0.00	
	<p>The obligated amount of award: \$0.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00



**REGION 6 ESAT CONTRACT: EP-W-13-026**  
**Period of Performance: 12/05/2013 – 09/30/2014**  
**Base Year 1**

**Task Order 02**  
**Data Review and Validation Support Services for Region 6**

**STATEMENT OF WORK**

**INTRODUCTION AND PURPOSE:**

The purpose of this Task Order (TO) is to provide data review/validation services and support to Region 6 as stated in the contract Statement of Work (SOW) Task Area II. The contractor shall perform technical review of Superfund generated analytical data to assess data quality and completeness for the purpose of usability to EPA Region 6. In addition, the contractor shall perform other data review support functions as given in SOW Tasks Areas II, IV and V, including the testing of electronic data review methods, and the collection and tabulation of data review results. Limited training of State, Tribal or contractor personnel may be required, as outlined in Task Area IV of the contract SOW. The contractor may be required to develop new standard operating procedures (SOPs) for the review of analytical data, analytes or matrices not covered by methods or SOPs cited or referenced in this TO as described in the SOW under Tasks II and IV. Task Area V of the Contract SOW describes other allowable contractor functions.

**Task 01: Task Order Management:**

The contractor shall track the status of tasks and labor hours and costs for each task under this TO, including each site-specific project, in accordance with an SOP to be submitted by the contractor for EPA approval. The contractor shall provide the Project Officer (PO) and Task Order Contract Officer Representative (TOCOR) with weekly reports of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a TDF.

The contractor shall immediately notify the PO and TOCOR as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

Team management shall meet with the PO, and TOCOR on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall peer review all deliverables prior to submission to EPA. The reviewer shall

not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOCOR with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOCOR prior to submission of the deliverable.

### **Deliverables:**

The contractor shall submit to the PO and TOCOR weekly reports of the status of tasks and costs under this TO. The reports shall be submitted on Friday for the preceding weekly period. The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO. Each final deliverable submitted to the PO and TOCOR shall be accompanied by a "Task Completion Form" in a format approved by EPA.

## **TASK 02: Review and Validation of Organic and Inorganic Data**

### **Work Requirements:**

Based on historical data for Region 6, it is anticipated that approximately **3350** parameters per year will be processed for data review: about **2500** will be organic (VOA, BNA, and Pest/PCB) and **850** will be inorganic parameters (Metals and CN). About **50** samples for dioxins may be requested for review this year. At least one CLP training session is planned for this work period, involving contractor support for the preparation and presentation of the latest CLP data review materials. Review of CLP packages will be both S4VEM (Stage 4 Validation electronic and manual) and S3VEM computer assisted reviews using EXES Data Manager (EDM) reports (EXES - Electronic Data Exchange and Evaluation System0). S3VEM reviews use the EDM CCS Defect Reports and NFG Data Review Results Reports with the required supplemental checks and application of the Region 6 guidelines.

Data review and validation tasks will be assigned to the contractor by means of a Technical Direction Form (TDF) issued by the TOCOR or PO and approved by the PO. The TDF will give specifics of the requirements for the data review services being requested such as: Case and sample data group number, number of samples; fraction or analytes requested, tracking or activity numbers, start and completion dates for the contractor effort and the level of data review to be completed such as S4VEM or S3VEM. All work shall be completed in accordance with the instructions in the TDF. Data review and validation methods may be cited by reference or in SOPs available to the contractor. If deviations are required from the TDF instructions provided, such as for deliverables requested or for technical procedures, alternate instructions will be provided by means of a modification to the original TDF or a new TDF.

## **Applicable Documents**

The following table's list documents referenced in this SOW and which the contractor will reference in completion of work assigned under this Task Order. Reference documents dealing with the Superfund and CLP programs are available on the internet at the appropriate web site addresses. Statements of Work by Superfund Contract Laboratories: Among them

- A. CLP Organic SOW SOM01.2 or SOM02.1
- B. CLP Inorganic SOW ISM01.3 or ISM02.1
- C. CLP Dioxin SOW DLM02.2
- D. CBC01.2 or CLP HRSM01.X

To perform organic and inorganic data reviews for Superfund CLP packages, the contractor shall follow the latest EPA National Functional Guidelines documents available in hard copy or disk based as: For Organic data reviews:

USEPA Contract Laboratory Program  
National Functional Guidelines for Superfund Organic Methods Data Review  
OSWER 9240.1-46  
USEPA Publication 540/R-08-01 (June 2008)  
Note—this version is based on Organic SOW SOM01.2

For inorganic data reviews

USEPA Contract Laboratory Program  
National Functional Guidelines for Inorganic Data review  
OSWER 9240.1-51  
EPA Publication 540-R-10-011 (January 2010)  
Note—this version follows the current Inorganic SOW ISM01.3

The TDF will specify the CLP SOW to be used for reference if non-current.

Currently Region 6 data review services are offered to clients at two data review levels, S4VEM and S3VEM. S4VEM review requires a 10% manual review of all documents provided in the data package and uses the full resources and requirements of the National Functional Guidelines. S4VEM review is performed primarily for enforcement related projects or when requested by the site manager, such as instances where samples may be split and the split samples are analyzed by a laboratory other than the CLP. The S3VEM review utilizes the spreadsheets and narratives generated by EXES, with additional checks of the data for items that are beyond the scope of EXES.

For non-CLP data reviews, manual or semi-automated reviews will be done to the maximum extent possible as specified in the TDFs issued. This data may or may not have a data package with “CLP- like deliverables.”

In the event that the contractor's review indicates missing data, incomplete data or the need for laboratory re-submissions, the TOCOR or PO shall be notified in writing of the problems. The laboratory will be contacted by the TOCOR for resolution of problems.

Typical inorganic sample data review are those associated with the analyses of samples analyzed through the Contract Laboratory Program (CLP), such as Mercury, cyanide or metals analysis, percent solids. Typical wet chemistry data review support includes the review of chemical oxygen demand, hardness, acidity, alkalinity, residues and solids determinations. This list includes some, but not all, of the inorganic and wet chemistry sample determinations and analytes for which contractor support may be required.

Typical organic data review are conducted on samples processed through the Contract Laboratory Program or through the Regional laboratory using SW-846 methods for the analysis of volatiles, semi-volatiles, pesticides, herbicides, PCBs, or dioxins. Such reviews will also include that of the determination of solids, clean-up methods or concentration techniques of sample supporting documentation.

A data review report is required for each data package assigned to the contractor. A typical report will include a cover page with the Case and SDG number, site name, and TDF tracking information. The cover page shall address the contractual and technical/usability assessment of the data package and list areas of concern or special comments. The data assessment report shall cover the quality control items listed in the National Functional Guidelines for Data Review and any region specific requirements. An analytical results spreadsheet with qualifiers and Region requested information (ex. Station location, etc.) should be attached in the region specified format. The results spreadsheet shall be provided in Excel. A record of the resubmission request along with a copy of the Complete SDG File (CSF) inventory checklist shall accompany the report. The contractor shall retain a hard copy and an electronic copy.

#### **\* DELIVERABLES FOR TASK 02\***

1. Data review report in electronic and hard copy format or such report as specified in the TDF. Electronic reports will be stored on the EPA LAN and/or designated SKY drive location.
2. Copy of resubmission request or reanalysis request.

## **Performance Summary**

The contractor shall meet all performance requirements specified in this task. The table below details performance standards which shall apply to the requirements of this task. Performance will be measured by the PO or TOCOR against the Acceptable Quality Level (AQL).

Performance Requirement / Desired Outcome	Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance
The contractor shall perform a thorough review of Superfund CLP and Non-CLP data packages.	All data review reports must be technically correct and reviews are performed in accordance with the assigned SOPs set forth in the specific TDF. Problems with data have been identified in the report narrative.	95% of data review reports submitted by ESAT during the surveillance period are 100% technically correct on first submission. 100% are corrected to acceptable quality.	The PO or TOCOR will review the deliverables for technical accuracy and adherence to the TDF. The PO will determine adherence to the AQL on a monthly basis.
Data review is performed in a timely manner and deliverables are acceptable for distribution.	Data review is completed within the time frame specified in the TDF. The technical report is grammatically correct and free of errors.	95% of data review reports submitted by ESAT during the surveillance period are 100% grammatically correct on first submission. 100% are corrected to acceptable quality.	The PO or TOCOR will compare the required date to the actual date and review for errors and grammatical correctness. The PO will determine adherence to the AQL on a monthly basis.

## **TASK 03: QA/QC Support and Other Related Activities**

The contractor shall provide QA/QC support and other SOW Task related activities under applicable areas of the SOW- Task Areas IV and V of this contract.

The contractor shall evaluate, per assigned TDF, proposed electronic data review systems or data assessment tools supplied for testing by the Agency; the contractor shall identify problems and shall propose recommended changes. As directed by a TDF, the contractor shall conduct comparison studies and statistical analysis on the results of electronic data reviews.

The contractor shall perform QA/QC related activities associated with this TO, such as technical peer reviews and internal audits of data reviews and reports. The contractor shall review, prepare and/or revise SOPs, such as those for data review of special analytical methods and training manuals (for data review training) per TDF instructions. The new SOPs may be specific to particular analytes (e.g. 2, 3, 7, 8-TCDD), analytical methods (e.g., total TCDDs), and/or data validation/review procedures.

The contractor shall provide within 14 days of the end of each fiscal year, contract year, and calendar year, a report that summarizes the number of parameters processed/reviewed during the given period (e.g. total # of VOAs, BNA, TM, etc. processed).

The contractor shall provide data review training, as specified in the TDF, to EPA, contractors, State, and Tribal Nations to promote better understanding of analytical results and Region 6 reports. The training will be held at the Region 6 Laboratory or within one of the Region 6 states. Travel to offsite locations will be pre-approved by the ESAT CO. The training sessions will be conducted by the EPA, with contractor assistance in the areas of data review and validation, for the above CLP customers and users. It is expected that one or two such training sessions will be conducted during the term of this TO. For cost estimating purposes the training sessions will be held within the Houston commuting area.

The contractor shall attend work related meetings, trainings and other allowable assigned functions for the purposes of support to the Region.

**\* DELIVERABLES FOR TASK 03 \***

Specific instructions regarding content and format of the deliverable will be specified in the TDF. Deliverables should be provided to the PO, with a copy to the TOCOR.

Mod #	Reason For Modification	Award Date	Obligation	Total Amount
P00033	Funding Only Action	8/22/2018	\$12,000.00	\$0.00
P00032	Funding Only Action	5/22/2018	\$40,000.00	\$0.00
P00031	Exercise an Option	5/9/2018	\$0.00	\$521,884.00
P00030	Funding Only Action	4/25/2018	\$45,000.00	\$0.00

**EP-W-13-026 TASK ORDER 0002 MOD SUMMARY**

P00027	Funding Only Action	1/12/2018	\$20,000.00	\$0.00
P00026	Funding Only Action	11/17/2017	\$0.00	\$0.00
BASE		12/4/2013	\$0.00	\$52,500.00
029	Funding Only Action	3/8/2018	\$48,132.00	\$0.00
028	Funding Only Action	2/28/2018	\$20,000.00	\$0.00
025	Exercise an Option	9/13/2017	\$46,137.30	\$0.00
024	Supplemental Agreement for work within scope	8/11/2017	\$40,874.42	\$40,874.42
023	Funding Only Action	7/18/2017	\$37,740.20	\$0.00
022	Funding Only Action	5/19/2017	\$20,600.00	\$0.00
021	Funding Only Action	5/18/2017	\$0.00	\$0.00
020	Funding Only Action	12/22/2016	\$115,000.00	\$0.00
019	Funding Only Action	12/15/2016	\$9,000.00	\$0.00
018	Funding Only Action	11/28/2016	\$16,000.00	\$0.00
017	Funding Only Action	10/13/2016	\$54,000.00	\$0.00
016	Exercise an Option	9/19/2016	\$0.00	\$0.00
015	Supplemental Agreement for work within scope	4/11/2016	\$0.00	(\$527.96)
014	Funding Only Action	3/23/2016	\$103,979.04	\$0.00
013	Funding Only Action	11/24/2015	\$80,500.00	\$0.00
012	Exercise an Option	9/25/2015	\$94,965.00	\$0.00
011	Supplemental Agreement for work within scope	9/2/2015	\$51,042.00	\$51,042.00
010	Funding Only Action	7/24/2015	\$30,708.92	\$0.00
009	Funding Only Action	5/20/2015	\$17,918.06	\$0.00
008	Funding Only Action	4/9/2015	\$0.00	(\$145,757.02)
007	Funding Only Action	2/27/2015	\$110,000.00	\$0.00



006	Other Administrative Action	11/21/2014	\$0.00	\$1,065,025.00
005	Funding Only Action	11/13/2014	\$70,000.00	\$509,244.00
004	Exercise an Option	9/29/2014	\$20,000.00	\$20,000.00
003	Funding Only Action	7/9/2014	\$75,000.00	\$0.00
002	Funding Only Action	1/31/2014	\$75,000.00	\$0.00
001	Other Administrative Action	1/13/2014	\$0.00	\$295,112.00
				<b>\$2,409,396.44</b>

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/04/2013		2. CONTRACT NO. (If any) EP-W-13-026		6. SHIP TO: a. NAME OF CONSIGNEE R6 HOUSTON	
3. ORDER NO. 0003		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 6 Houston Laboratory 10625 Fallstone Road	
				c. CITY Houston	e. ZIP CODE 77099
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963450866 ESAT R6- Task Order 3: Logistical and Administrative Support to Data Review and Analytical Activities Funding in the amount of \$12,000.00 has been allocated to this Task Order from the Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				\$0.00	
	a. NAME	RTP Finance Center				
	b. STREET ADDRESS (or P.O. Box)	US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive				\$12,000.00
c. CITY	d. STATE	e. ZIP CODE				
	Durham	NC	27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Matt Courtad  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/04/2013	CONTRACT NO. EP-W-13-026	ORDER NO. 0003
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Contract and is the current ceiling amount. The ceiling to this Task Order will be changed via a modification pending negotiation between EPA and the contractor. TOPO: Myra Perez Max Expire Date: 09/30/2014 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 13--T-72BS-303DD2-2505-HQ00BM00--1372BS5058-001 BFY: 13 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00BM00 DCN - Line ID: 1372BS5058-001 Period of Performance: 12/05/2013 to 09/30/2014</p>					
0001	Task Order Base Contract Base Period Year 1 Period of Performance: (12/05/13- 09/30/14)					
0002	Task Order Option Period 1 Contract Base Period Year 2 Period of Performance: (10/01/14- 09/30/15) (Option Line Item) 09/01/2014				0.00	
0003	Task Order Option Period 2 Contract Base Period Year 3 Period of Performance: (10/01/15- 09/30/16) (Option Line Item) 09/01/2015				0.00	
	The obligated amount of award: \$0.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**REGION 6 ESAT CONTRACT: EP-W-13-026**  
**Period of Performance: 12/05/2013 – 09/30/2014**  
**Task Order 03**  
**Base Year 1**

**Logistical and Administrative Support to Data Review  
and Analytical Activities for Region 6**

**STATEMENT OF WORK**

**INTRODUCTION AND PURPOSE:**

The purpose of this Task Order (TO) is to provide support and perform such activities as described in the SOW for this contract under TASK Area III - Logistical and Administrative Support.

The contractor shall provide support for the tracking of data and documents and the maintenance of such databases relating to the analysis of samples through the Contract Laboratory program and other similar (CLP) and other delivery of analytical services mechanisms, including regional procurements and RSCC support. The contractor shall receive Superfund data packages and other such information, such as CLP traffic reports, as available, in order to perform data entry, maintain, and produce reports as specified. The completed data reviews will then be sent to customers and database and records keep of this information.

**Task 01: Task Order Management:**

The contractor shall track the status of tasks and labor hours and costs for each task under this TO, including each site-specific project, in accordance with an SOP to be submitted by the contractor for EPA approval. The contractor shall provide the contract Project Officer (PO) and Task Order Contract Officer Representative (TOCOR) with weekly reports of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a TDF.

Team management shall meet with the PO, and TOCOR on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO. Each final deliverable submitted to the PO and TOCOR shall be accompanied by a "Task Completion Form" or similar transmittal slip in a format approved by EPA. In addition to hardcopy, all deliverables will be

submitted electronically to EPA and stored on the EPA LAN in a file created by ESAT but accessible to EPA.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOCOR prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOCOR as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall designate an alternate to the primary responsible for logging, tracking, and generating reports, and other duties listed in this task order. The alternate will take over the duties, in the absence of the primary.

#### **\*DELIVERABLES FOR TASK 01\***

The contractor shall submit to the PO and TOCOR an SOP for tracking activities under this task.

The contractor shall submit to the PO and TOCOR weekly reports of the status of tasks and costs under this TO. The reports shall be submitted on Friday for the preceding weekly period.

In addition to hardcopy and e-mail notification, all deliverables will be submitted electronically to EPA and stored on the EPA LAN in a file created by ESAT but accessible to EPA.

#### **TASK 02: Data Entry and Sample Data Base Tracking**

##### **Work Requirements:**

The data entry/tracking involves about **185** separate data package receipts, log-ins, and distribution for data review processing. The log-in of data will include **using the new CLP database and other databases currently kept by ESAT. ESAT shall submit an SOP describing the process to be followed in the data entry, tracking and reporting when using the new CLP database.**

**After the validated reports are accepted by EPA, the database is updated and the packages are logged-out. Final disposition of the hard copy, whether mailed or archived, will be indicated**

on the TDF.

**Approximately 95% of the SDGs will be electronically submitted to the client and the hard copy archived. ESAT shall be notified by TDF whether the hard copy of that particular SDG is to be archived (SKY Drive) or mailed to the client. ESAT shall keep a log of the SDGs sent to be archived.**

Sample traffic reports, if available, are also entered into the data base as an indicator of incoming data review requirements. Reports are generated as noted below.

The contractor shall provide support under Task Area III of this contract in the area of data entry and CLP tracking by entering data into and updating the CLP Data Base. As data review and validation packages are received and the reports completed by the contractor, data entry shall be made. All CLP traffic (Regional or Lab copy), and information reports shall be tracked and entered into the data base. All non-CLP Superfund or related data reviews shall also be tracked on a separate report. Entry of such data shall be in the format of:

Site Name and Location;  
Activity No.; (ESAT generated)  
Case No. and SDG No.;  
No. of Samples; I=inorganic and O= organic  
CLP Lab;  
Date data package was received at Houston Lab;  
Date projected (for completed review)  
Mail Code (for shipment).

Upon completion of the review process, the contractor shall send the completed data review and package to the address or location as specified by the PO, TOCOR, and/or the RSCC, or as specified in the TDF. A separate database will be kept for non-CLP Superfund and non-CLP non-Superfund data packages and data reviews, but as similar to the CLP database as possible.

The contractor shall maintain the Task I and Task II (of this contract) required deliverables. The contractor shall file, maintain and retrieve, as necessary, the generated data reviews and assessment reports from Task II of this contract with such hard copy and electronic formats as required by performing data entry of all completed reports. The contractor shall perform the necessary and/or required conflict of interest (COI) searches and to certify that no COI exists for work assigned to the contractor. Enter all document descriptions into the Document Control Inventory database and assign document control numbers to ESAT deliverables.

The contractor shall notify the TOCOR or PO immediately should failure or non-availability of equipment occur that the contractor cannot remedy or technical or supply problems that may impact the quality or on-time delivery of due products.

**Documents:** To be referenced

ESAT SOP No. 3-007, Revision 1; CLP Database Procedures (Jan. 2004).

ESAT SOP No. 3-003, Revision 3, Document Control System (Jan. 2004).

ESAT SOP No. 3-008, Revision 1, CLP Data Package Tracking (March 2004)

All SOP's must be submitted electronically to EPA and stored on the EPA LAN in a file created by ESAT but accessible to EPA

**\* DELIVERABLES FOR TASK 02\***

1. A Complete CLP Data Review Program Weekly Report shall be due by Monday of the next week for the previous week. The full report consists of a CLP Data Review Summary Report listing the samples shipped by week per month with totals; the CLP Data Review Program Report; the Region 6 CLP Data Package Status Report (a current activity summary listing by site, etc.); the Region 6 CLP Status Report (detailing the sites, sample numbers, etc.); and the CLP Traffic Report (giving projected or in-coming activities).
2. A Summary report shall be prepared monthly, quarterly, semi- and annually. An annual report shall be prepared on a contract year and a fiscal year basis.
3. A separate weekly report, due by Monday of the next week for the previous week, shall be submitted for any non-CLP data review. Other reports will be specified by TDF, but generally structured along the same requirements, as far as possible.
4. Copies of such reports shall be delivered to the TOCOR (the EPA RSCC) in electronic format.
5. The contractor shall submit an SOP for logging data into the new CLP Database. The SOP will list the step by step process **for data entry, tracking and reporting**. Each revision, update or new SOP shall be submitted to the TOPO via electronic or hard copy (**new requirement**).

Other reports and outputs from the data base may be required as per the TDF.

All reports/deliverables will be stored on the EPA LAN in a file created by ESAT but accessible to EPA

**Task 03: Superfund Data Archival, CLP and non-CLP; Records Storage**

The contractor shall maintain, store and archive Region 6 ESAT generated Superfund (and other program buy-in) records, i.e., copies of laboratory sample preparation and analysis documentation as well as data review reports and supporting documentation. The contractor shall prepare, as per TDF, present or past ESAT records for archival storage to be sent to the



Federal Records Center. Approximately **200** boxes of documents will require archiving.

The contractor shall maintain laboratory support sampling/analysis documents for Superfund samples processed by ESAT at Houston facility and maintain the documents, records and reports from CLP generated data reviews. Note- The items referred to are considered the working file copies and supporting documentation and not the deliverables supplied with each TDF normally sent to a specified user or customer. These ESAT and EPA generated documents and records are to be kept and maintained by the contractor in the laboratory or the in-house EPA file storage area for use by the Region. The contractor shall maintain a tracking database to enable the request for the retrieval of these records and documents.

As requested by TDF, the contractor shall transfer the Superfund laboratory records and generated data review documents from the contractor storage to the Environmental Services Branch Laboratory archival area in order to for such records to be prepared for shipment to the Federal Records Center for required storage as per Region 6 procedure SOP CM-100. The contractor shall maintain a complete inventory of CLP and non-CLP sampling documents and data reviews generated and transferred to the records storage. The archival contractor (not necessarily the same as for ESAT) will ship and maintain the FRC records.

#### **\* DELIVERABLES FOR TASK 03\***

The contractor shall develop an SOP for accomplishing activities under this task with the TO Work Plan for EPA approval.

The contractor shall follow the SOP for the filing, tracking, and retrieval of the return receipt documents used when mailing the data packages. The deliverable for this task will consist of a monthly discrepancy report. The discrepancy report will list all SDGs for which the documents (return receipts) are incomplete and/or missing. A TDF is no longer required for this task. The contractor shall submit a discrepancy report every month, at the end of the month to PO and TOPO.

As requested by the TDF, the contractor shall report on the inventory of documents available for transfer to the ESB Laboratory archival area.

In addition to the hardcopy, all deliverables/reports must be submitted electronically to EPA and stored on the EPA LAN in a file created by ESAT but accessible to EPA

#### **Task 04: RSCC Support**

The contractor shall perform Regional Sample Control Center (RSCC) activities in accordance to the Standard Operating Procedure (SOP) ESAT SOP No. 3-001. **The contractor shall update**

**the SOP to include shipping by overnight and also using UPS. The SOP is due to EPA two weeks after the Task Order is signed by the CO.**

The contractor shall respond to requests for Contract Laboratory Program (CLP) paperwork and distribute/ship the forms in accordance with the SOP. CLP paperwork consists of tags. The **COR** will issue a TDF per sampling event for ESAT to retrieve the assigned number of tags from Room 210 or Room 105, and ship to the address listed on the TDF. ESAT shall submit to the COR the range (sequence) of the tags shipped to the client.

If shipped by regular mail, ESAT shall use the first class, confirmation of receipt postage and log-in the article number for tracking purposes.

The contractor shall track all document and package transfer and copy, file and route all documents in accordance with the SOP.

Documents:

ESAT SOP No. 3-001, Revision 0, Receipt and Processing of CLP Data Packages (Aug. 2005)

**\* DELIVERABLES FOR TASK 04\***

In addition to the hardcopy, all deliverables/reports must be submitted electronically to EPA and stored on the EPA LAN in a file created by ESAT but accessible to EPA.

EP-W-13-026 TASK ORDER 0003 MOD SUMMARY

Mod #	Reason For Modification	Award Date	Obligation
BASE		12/4/2013	\$0.00
023	Funding Only Action	3/8/2018	\$3,696.00
022	Funding Only Action	1/31/2018	\$0.00
019	Exercise an Option	9/13/2017	\$4,501.20
018	Funding Only Action	7/18/2017	\$7,548.04
017	Funding Only Action	5/18/2017	\$0.00
016	Funding Only Action	12/22/2016	\$10,343.00
015	Funding Only Action	10/13/2016	\$6,000.00
014	Exercise an Option	9/19/2016	\$0.00
013	Funding Only Action	6/2/2016	\$2,000.00
012	Supplemental Agreement for work within scope	4/11/2016	\$0.00
011	Funding Only Action	3/28/2016	\$10,000.00
010	Funding Only Action	11/24/2015	\$9,000.00
009	Exercise an Option	9/25/2015	\$13,225.00
008	Funding Only Action	9/2/2015	\$4,277.41
007	Funding Only Action	4/9/2015	\$2,080.74
006	Other Administrative Action	11/21/2014	(\$2,080.74)
005	Funding Only Action	11/13/2014	\$0.00
004	Exercise an Option	9/29/2014	\$2,500.00
003	Funding Only Action	6/12/2014	\$40,096.00
002	Funding Only Action	1/31/2014	\$5,000.00
001	Other Administrative Action	1/14/2014	\$0.00
P00027	Funding Only Action	8/22/2018	\$6,000.00
P00026	Funding Only Action	5/22/2018	\$5,000.00
P00025	Exercise an Option	5/9/2018	\$0.00
P00024	Funding Only Action	4/25/2018	\$4,000.00
P00021	Funding Only Action	1/12/2018	\$2,000.00
P00020	Funding Only Action	11/17/2017	\$0.00
			<b>\$135,186.65</b>

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/04/2013		2. CONTRACT NO. (If any) EP-W-13-026		6. SHIP TO: a. NAME OF CONSIGNEE R6 HOUSTON	
3. ORDER NO. 0004		4. REQUISITION/REFERENCE NO. PR-OAR-14-00017			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 6 Houston Laboratory 10625 Fallstone Road	
				c. CITY Houston	e. ZIP CODE 77099
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
12. F.O.B. POINT Destination					

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple		16. DISCOUNT TERMS	
a. INSPECTION Destination	b. ACCEPTANCE Destination						

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963450866 ESAT R6- Task Order 04: Particulate Monitoring Program- Field Support Services Funding in the amount of \$39,000.00 has been obligated to this Task Order and is the current ceiling amount. The ceiling to Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$39,000.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$39,000.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Matt Courtad  
TITLE: CONTRACTING/ORDERING OFFICER

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/04/2013	CONTRACT NO. EP-W-13-026	ORDER NO. 0004
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>this Task Order will be changed via a modification pending negotiation between EPA and the contractor. TOPO: John Lay Max Expire Date: 09/30/2014 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 13--E1-53GS-102A04XPM-4183---1453PM4005-001 BFY: 13 Fund: E1 Budget Org: 53GS Program (PRC): 102A04XPM Budget (BOC): 4183 DCN - Line ID: 1453PM4005-001 Period of Performance: 12/05/2013 to 09/30/2016</p>					
0001	<p>Task Order Base Period Contract Base Period Year 1 Period of Performance: (12/05/13-09/30/14)</p>				39,000.00	
0002	<p>Task Order Option Period 1 Contract Base Period Year 2 Period of Performance: (10/01/14-09/30/15) (Option Line Item) 09/01/2014  Delivery: 10/01/2014</p>				0.00	
0003	<p>Task Order Option Period 2 Contract Base Period Year 3 Period of Performance: (10/01/15-09/30/16) (Option Line Item) 09/01/2015  Delivery: 10/01/2015  The obligated amount of award: \$39,000.00. The total for this award is shown in box 17(i).</p>				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$39,000.00

**REGION 6 ESAT CONTRACT: EP-W-13-026**  
**Year 1**  
**Period of Performance: 12/05/2013 -- 09/30/2014**  
**Task Order 004**  
**Particulate Monitoring Program--Field Support Services For Region 6**

**STATEMENT OF WORK**

**PURPOSE AND INTRODUCTION:**

The purpose of this Task Order (TO) is to implement a performance evaluation on established ambient air field instruments used to monitor particulates—usually with an aerometric diameter of 2.5 microns or less (PM<sub>2.5</sub>) and also for monitoring other sizes and types of particulates, including PM<sub>10</sub>, lead (Pb) based or associated and total suspended particulates (TSP).

The contractor shall perform and provide particulate monitoring (PM) field support services to EPA Region 6 under the provisions of the Contract EPW13026 Statement of Work (SOW) for Task I and other applicable support functions, including equipment maintenance and repair, health and safety, and environmental compliance activities as outlined in this SOW specific to the TO.

The contractor shall perform site- or project-specific work as described on Technical Direction Forms (TDFs) at any time during the duration of this TO. The contractor shall provide support relating to the travel, set-up and dismantling of portable samplers at various site located within Region 6. Support shall also include sampler maintenance (including trouble shooting malfunctions and shipment of samplers and components to manufacture for repairs), data analysis for completeness, shipment of samples, creation and revision of SOPs, training and other QA/QC functions as directed.

**NOTE-** The period of performance (PoP) for this Task Order 004 for PM support and air monitoring services is from December 5, 2013 to September 30, 2014. The TO will include option periods and will be incrementally funded.

**Attachment 1 gives performance criteria that have been updated and adopted for this Task Order. The performance areas covered are those of site visits, sample collection and completion of work, timeliness of deliverables, collocations, maintenance and training.**

**Attachment 2 gives the expected PM audit sites from during the PoP for which a contractor cost proposal is requested. The contractor should prepare a separate cost estimate for the PM+Coarse PM+Lead (Pb) audit(s) and the Tribal audit(s) site specified in Attachment 2. Note the audit due dates as marked by \* (due 12/31/13) and \*\* (due by 09/30/14) as these are important milestones. Total the overall TO 004 costs.**

**Additional cost proposal(s) from the contractor may be required if the number of sites and/or locations significantly change.**

**Subtask 01: Task Order Management:**

The contractor shall track the status of tasks, labor hours and costs for each sub-task under this TO for the cost reimbursable portion only. The contractor shall provide the contract Project Officer (PO), Task Order Project Officer (TOPO) and Alternate Project Officer (APO) with weekly reports of the above-referenced data. The internal, administrative, and management activities necessary to effectively perform the services required by the TO shall be included in these costs.

Team management shall meet with the PO and TOPO and/or other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO. The contractor shall review all deliverables prior to submission to EPA to ensure that each deliverable is accurate and complete, technically sound, and free of clerical errors.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met or upon learning of a performance problem under this TO. This notification shall be submitted via e-mail or verbally with e-mail confirmation by the contractor to the PO, APO and TOPO.

The contractor shall implement its quality assurance program in accordance with its Quality Management Plan (QMP). The contractor shall follow the Quality Assurance Project Plan (QAPP) for the PM Performance Evaluation Plan for this TO.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

**Deliverables for Subtask 01 of this Task Order**

The contractor shall submit to the PO, TOPO, and APO:

1. Weekly reports of the status of tasks and costs under this TO. These may be combined with other TO reports.. The reports shall be submitted no later than Friday for the preceding weekly period.

2. Any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.
3. Any changes to the Health and Safety Plan within 45 days of TO award.

### **Subtask 02: Field Implementation Support**

A tentative list of sites scheduled for PM specified monitoring audits in Region 6 is in Attachment 2. A definitive list of each site to be sampled and audited will be identified by TDF during the period of performance (POP). In addition to the specific sites, the contractor is to perform all necessary quality assurance functions such as collocation studies and other applicable supporting field sampling as defined in the National Performance Evaluation Program-Federal Reference Method (NPEP-FRM). This TO requires travel and the use of Government furnished equipment; an appropriate vehicle is to be supplied by the contractor to perform this TO. appropriate

NOTE: Other sites than those listed in Attachment 2 may be requested for audit or support such as special sites or disaster sites and will require a separate cost estimate from the contractor prior to being performed. These sites are a buy-in to be sampled and audited per TDF requirements.

NOTE: Additional and/or different sites may be added or selected due to cancellations or changes of site plans for both the state/local sites and for the tribal sites. Changes to the sites listed in Attachment 2 will be identified by TDF.

Given the extent of areas to be covered in Region 6, there may be instances where it is beneficial to the government to have the contractor arrange the site travel for one or more overnight stays. Such sites and travel impact shall be identified during the planning stages of the schedule as described above. During extended periods of travel, the contractor shall perform PM audit functions at other required sites specified in the TDF which may be reasonably accessible. When on travel, the contractor shall acquire lodging and meals in accordance with government travel rules and regulations, unless CO approval is acquired beforehand.

The contractor shall perform all field activities utilizing the field methods as specified in the Standard Operating Procedures (SOPs) and guidance documents listed at in the Documentation Section of this TO. A brief description of the field activities is given below:

NOTE - The following assumes a replaceable specific sized filter (2.5 microns) instrument in which a pre-weighed filter is installed prior to the sampling audit and then removed post audit and sent to a weighing laboratory as given in method or instructions. Other PM instrument versions may come into use for which information will be supplied.

The contractor shall ensure that all personnel performing work under this Task have received appropriate training and have been certified by EPA to perform field activities under this Task. Details concerning training and certification are provided in Subtask 05 of this TO..



The contractor shall receive sample filters from a pre-determined EPA Regional laboratory and store them appropriately until use.

1. The contractor shall transport a portable PM2.5 Federal Reference Method (FRM) performance evaluation sampling device to an established PM2.5 site, assemble the instrument, collocate the sampler at the audit site, perform verifications or calibrations as necessary, install a filter and operate the instrument at the same 24-hour sampling mode as the routine instrument. The operator should photograph/video/document the portable sampler collocated with the permanent sampling device (see Subtask 06).
2. If scheduling allows, the operator shall leave this location to set up an additional audit monitor at another routine sampling location. If the schedule does not allow for another set up, the operator may perform additional activities specified in the Task Order or TDF.
3. The contractor shall return to each site after the specified run period (e.g., 24 hours) sampling time, download the stored electronic monitoring data and record any additional required field information, remove and properly store the filter for transport, and disassemble the instrument. The contractor shall properly package the filter, the appropriate electronic data and hardcopy forms for transport to the pre-determined EPA Regional laboratory.
4. The contractor shall perform field QA/QC related activities associated with this task, such as calibrations, leak checks, collocations, implementing field blanks, review of field data, entry of data into logbooks, preparation of chain-of-custody reports and deliverables.

The contractor may be required to attend meetings or conference calls with the PO, etc., and government (state, city, tribal) personnel for the planning and coordinating of field activities. All work shall be completed in accordance with the instructions of the TDF, including all referenced SOPs and guidance. No deviations from the SOPs, instructions, work requested or technical procedures, given in the TDF, should be made without prior receipt of alternate written technical direction, such as an amendment to the existing TDF or separate TDF.

### **Documentation: SOPs, SOWs and Guidelines Available to the Contractor**

For the performance of regular field support operations as defined in this Task, activities are to be accomplished using the basic methods as described in the following documents:

1. Field Standard Operating Procedures for the Federal PM2.5 Performance Evaluation Program (January 2009). This SOP contains procedures for the following subject areas:
  - site visit scheduling
  - equipment inventory and maintenance

- filter receipt (from lab)/storage/tracking
  - chain-of -custody
  - calibration/verification
  - monitor set-up/filter installation
  - filter removal/storage/shipping
  - data download/storage/transfer
  - QA/QC
  - monitor disassembly/packing
  - documentation /filing/records
2. Implementation Plan: PM2.5 Federal Reference Method Performance Evaluation Program
  3. Quality Assurance Guidance Document 2.12: Monitoring PM2.5 in Ambient Air Using Designated Reference or Class I Equivalent Methods
  4. PM2.5 FRM Performance Evaluation Program Quality Assurance Project Plan
  5. Monitor specific operating manuals
  6. Draft Pb (Lead) Performance Evaluation Program Implementation Program (July 2009)
  7. Lead Performance Evaluation Program (Pb-PEP) Field SOP.

The EPA regional office in consultation with program QA managers will provide the site names, locations and frequencies of PM field audits as specifically stated in the TDF. The PM site audits of other than 2.5 microns will be coordinated with PM 2.5 PEP activities as closely as possible so as to reduce travel and field costs ( and also coordinated with other on-going field air monitoring projects to maximize resource uses and minimize travel costs).

Each of the documents listed above is available (except for #7) through the Internet at the following addresses:

- The National Performance Evaluation Program website at <http://www.epa.gov/ttn/amtic/npepqa.html>
- The field SOP at [http://www.epa.gov/ttn/amtic/files/ambient/pm25/qa/PEP\\_Field\\_SOP.pdf](http://www.epa.gov/ttn/amtic/files/ambient/pm25/qa/PEP_Field_SOP.pdf)
- For Pb-PEP see <http://www.epa.gov/ttn/amtic/pbpep.html>

### **Other PM2.5 or PM Possible Requirements**

As note above, other possible PM sites may include:

**Chemical Speciation Monitoring Sites:** The contractor shall conduct technical systems audits at PM<sub>2.5</sub> (or other sizes) chemical speciation monitoring sites. These monitors exist either at historical National Air Monitoring Stations (NAMS) or at State and Local Air monitoring Stations (SLAMS) FRM sites (the so-called Speciation Trends Network and supplemental state sites) or sites in the “Interagency Monitoring of Protected Visual Environments” (IMPROVE) network. Audits will be performed in accordance with SOPs from the “PM 2.5 Speciation Field Guidance Documents” at <http://www.epa.gov/ttn/amtic/specguid.html> or as directed by TDF.

**PM Support Activities:** Special occasions may arise in which ESAT is tasked to provide particulate monitoring support not specific to the FRM tasks and/or sites listed in this SOW; such support examples are for natural disasters such as hurricanes , tornados, earthquakes, etc., wherever it is determined that such ESAT support from Region 6 would be appropriate and approved. Specifics as to times of travel and location, sites to be monitored, particulate size(s) etc., will be provided by TDFs and documents will be issued for operational purposes, as needed.

ESAT may be tasked by TDF to perform other duties such as to collect and/or deliver PM supplies and/or instruments to and from air monitoring agencies in EPA Region 6 for transport to other sites. . After training, ESAT may be required by TDF to conduct particulate monitor audits using other instruments at specified monitoring sites.

### **Deliverables for Subtask 02 of This Task Order:**

For each sample project assigned to the contractor or as specified by the TDF, the submission of interim and/or final deliverables shall be required as listed below:

\* Filters and appropriate data, field forms, and chain of custody forms shall be packed in accordance with the instructions contained in the above referenced SOPs and shipped via overnight delivery service to the laboratory facility specified. For Region 6, all sample filters shall be shipped to the Region 4 laboratory located in Athens, GA, unless otherwise notified. A field package consisting of electronic sampler data, field sheets, and chain-of-custody forms (copy) shall be delivered to the EPA as per TDF. Field notes shall be submitted as a part of the monthly deliverables. Documentation to be included in the deliverables package may be specific to the site or support requested and shall be detailed in the TDFs, or referenced SOPs. The contractor personnel must sign/date all field sheets, field logbooks, and chain-of-custody forms.

\* On a weekly basis (no later than Friday) submit to the PO and TOPO a field status report, indicating the work completed during the prior week. In addition, note any problems found with implementation, equipment, or supplies during the week.

### **Subtask 03: QA/QC Support and Other Related Activities:**

The contractor shall perform the following QA/QC support and other related activities:

- ☐ Filter Tracking - The contractor shall track filters received from and shipped to the analytical

laboratory, in accordance with the SOPs referenced in Subtask 02 of this Task Order.

- SOPs – As specified by TDF for this POP, the contractor shall review all SOPs guidance documents and protocols used by the contractor for the performance of work specified in Subtask 02 of this Task Order. The contractor shall provide comments on proposed changes to the PO, APO and TOPO.
- QAPP - As specified by TDF for this POP, the contractor shall review the Performance Evaluation Program QAPP used by the contractor for the performance of work specified in Subtask 02 of this Task Order. The contractor shall provide comments on proposed changes to the PO, APO and TOPO.

#### **Deliverable for Subtask 03 for this Task Order:**

The contractor shall submit at time specified in a TDF, a list of proposed changes to the field SOPs and QAPP . The list shall include the most recent date and version of the documents and the most recent date of review by the contractor. The contractor shall submit an electronic version of all data corrections submitted to the laboratory.

#### **Subtask 04: Maintenance and Repair of Equipment**

The contractor shall provide and assure the availability of an appropriate vehicle(s) to perform all required activities of this Task Order. The contractor shall maintain the equipment, including the support vehicles, in road-ready condition to allow deployment for field projects on a continuous basis. Example activities include, but are not limited to: maintenance and repairs to the vehicles for safety and road-worthiness including tires, fluids, and other routine checks; installation of instruments and gases; and electrical repairs. Log books on the condition and maintenance of each vehicle used shall be kept.

The contractor shall inspect, service, test, and store instruments used for the PM2.5 PEP consistent with the sections of the referenced SOPs. A data base or written checklist shall be used to manage preventive maintenance. Log books shall be used to document maintenance of each portable sampler such as o-ring or pump changes, etc.

The contractor shall also perform, in accordance with applicable SOPs, routine field instrument and equipment maintenance, cleaning and preparation of equipment, and sample custodial duties of items including cellular phones, cameras, computers, ladders, and storage cases, etc.

#### **Deliverables for Subtask 04 of this Task Order**

The contractor shall keep a repair and maintenance log for each portable sampler and for each vehicle used. The contractor shall submit monthly to the PO APO and TOPO an e-file or photocopy of the previous month's entries into the repair and maintenance log for each vehicle and each portable sampler used under this TO. Other equipment requiring repair, etc., shall be documented in the weekly report as it occurs.

#### **Subtask 05: Training:**

The contractor shall ensure that all employees performing work under this Task Order have been provided any and all health and safety training required by law, regulation, or EPA regional policy.

The EPA requires that all personnel performing field work under this Task Order must receive specific training covering all aspects of the field work, including equipment operation and maintenance and passing an examination. No personnel may perform field work under this Task Order without prior certification by EPA. Details concerning specific dates and locations of training sessions will be provided to the contractor via TDF if necessary. (See Attachment 1.)

The contractor may be directed by TDF to attend other re-certification training (e.g., specific instrument operation /maintenance or other EPA specific requirements) to perform under this Task Order. The contractor may also be tasked to provide PM<sub>2.5</sub> or similar PM training to others.

#### **Subtask 06: Monitoring Site Reconnaissance:**

As part of the routine field activities associated with set up of the portable PM<sub>2.5</sub> FRM performance evaluation sampling device, the contractor shall make observations of the physical characteristics of the monitoring location and to annually fill out a "Site Evaluation Checklist." See 40 CFR 58, Appendix E for details of site evaluation.

Additionally, where one audit per year is scheduled, the contractor shall take a set of at least five digital photos of each monitoring location in Attachment 2, or as specified in the TDF (use of GPS type of locator is also required). Typically, one photo shall show the physical location of the permanent sampling device in relation to the surroundings and the remaining four photos shall be views from the sampling device looking to the north, east, west, and south. The contractor shall maintain a log book to document the date, time, location, and description of each photo taken and this information shall be provided in the deliverables along with a print and/or e-file copy of the site photos and GPS location information. This task shall be performed only for selected sites, identified through a TDF, and not routinely for every audit

#### **Deliverables for Subtask 06 of this Task Order:**

- \* A completed "Site Evaluation Checklist" shall be submitted of the site reconnaissance to the PO,APO and TOPO in the monthly reports.
- \* An e-file copy of the digital photos of each site taken shall be submitted within 45 days of the site reconnaissance or the first due monthly report. Each picture submitted must be clearly identified with the date and time the photo was taken, the monitoring location depicted in the photo, and the view represented in the photo. The contractor should carefully store all photographic/digital camera and electronic files, so that additional prints/ pictures may be supplied if requested by EPA. .

Rvsd 112513  
ESAT Contract EPW13026  
TO 004 PM SOW  
TO PoP 12/05/13 to 09/30/14  
Sites listed -Attachment 2  
M. L Ritter, Alt PO



## Attachment 1: Performance Criteria for Task Order 004

Task Area	Performance Requirement	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
Site Visits	Samples shall be collected from each station listed in the SOW and/or the TDF	Each station is visited	During the performance period, listed stations/sites/locations are visited as per TDF.	The TOPO/PO/DPO will review monthly reports to determine that the required work specified in the TDF was completed..
		Samples are collected in accordance with the SOPs	At least 75% of the audited stations have valid runs each quarter.	The TOPO will review the monthly reports to determine that there are valid runs at 75% of the stations.
	Documentation of visit is complete in accordance with the SOP	Complete entries in all required fields of field data sheets and chain-of-custody forms	Over the evaluation period, no more than 20 entries on the forms are incomplete or illegible (i.e., approximately 90% of forms are completed properly)	Verify completeness of required forms against SOPs. Ensure that all areas to be addressed according to the SOP are addressed.
	Accuracy	Appropriate entries; corrections noted	At least 90% of erroneous entries are properly deleted and changes are comprehensible	Examine chain-of-custody forms and field data sheets included in monthly reports.
	Electronic data is complete	A file of electronic data exists for every run	Machine-readable files for at least 95% of runs	Review data from the sampler to confirm that required files exist and complete.
Sample Collection	Retrieve filters	Timeliness - within 8 to 48 hours of completion of the run	At least 75 % of the filters are retrieved within 48 hours; elapsed time is documented in remainder of cases	Review monthly reports and weekly reports; with additional oversight through at least two technical systems audits by EPA during the performance period.



Sample Custody	Preserve and ship filters	Timeliness - within 8 hours of retrieval	At least 75% of the filters are shipped within 8 hours; elapsed time is documented in remainder of cases	Review monthly reports and weekly reports.
		Quality - filters are received by Region 4 weighing lab in a condition suitable for analysis	At least 80% of exposed filters meet chain-of-custody requirements (Part V of form) upon receipt	Review data reports from Region 4 .
Semi-annual collocated sampling events	Full collocations (all sampling instruments) will occur a minimum of twice per year.	Usage	Over the period of performance, the contractor must run a minimum of 80% of the assigned samplers during the collocation studies	Review monthly reports.
		Number of events	Collocation events run on at least two days every six months.	Review monthly reports.
Equipment maintenance	Equipment is available as needed	Site visits are not delayed or cancelled due to the equipment problems	No more than six site visits are impacted due to equipment problems during the performance period.	Review monthly reports, and conduct spot checks.
Training	Train field scientists (primary and alternates)	Timeliness-certified upon hire; recertification once/year	This requirement must be met 100% of the time.	Receive certificates, backed up with OAQPS training rosters.

**PM 2.5/Coarse/Pb PEP**

**Updated 10/31/13**

\*To be completed by  
12/31/13

\*\*To be done by 9/30/14

<b>FY2014 TO-04</b>		<b>SITES IN REGION 6</b> State and Local					D= done Audit Due
State	AIRS ID	Address	City	PM2.5	PM Coarse	TSP Pb	
AR	50010011 05-035- 0005 05-067- 0001	1703 N Beurkle - Hwy 63 Polk & Colonial Drive 7648 Victory Blvd.	Stuttgart Marion Newport	1 1 1			** D D
AR	50510003	300 Werner St.	Hot Springs N. P.	1			**
AR	5-119-0007	Pike Ave at River Rd.	North Little Rock	1	1	1Lo	D
AR	51191004	1701 S. Bond St.	Little Rock	1			**
AR	51191008 05-143- 0005	Doyle Springs Road 600 South Old Missouri Road	Little Rock Springdale	1 1			** **
		<b>Total</b>		<b>8</b>	<b>1</b>	<b>1</b>	
LA	220150008	Shreveport Municipal Airport	Shreveport	1			**
LA	220170008	3532 Fulton Street	Shreveport	1			**
LA	220190010	Common And East Mcneese	Lake Charles	1			**
LA	220470009	65180 Belleview Road	Bayou Plaquemine	1			*
LA	220511001	West Temple Pl	Kenner	1			**
LA	220512001	Patriot St. And Allo St.	Marrero	1			*
LA	220790002	8105 Tom Bowman Drive	Alexandria	1			**
LA	220870007	24 E Chalmette Circle	Chalmette	1			**
LA	220950002	115 Garden Grove	La Place			1	**
		<b>Total</b>		<b>8</b>	<b>0</b>	<b>1</b>	
NM	35-001- 0023	Del Norte-4700a San Mateo NE	Albuquerque	1			*
NM	35-001- 0023	Del Norte-4700a San Mateo NE	Albuquerque	1			**
NM	35-001- 0023	Del Norte-4700a San Mateo NE	Albuquerque	1			**
NM	35-001- 0024	SE Heights-6000 Anderson Avenue SE	Albuquerque	1			*
NM	35-001- 0024	SE Heights-6000 Anderson Avenue SE	Albuquerque	1			**

			<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
NM	35-013-0017	Sunland Park City Yard	Sunland Park	1			**
NM	35-013-0025	1170 N. Solano Dr, Las Cruces	Las Cruces	1			*
NM	35-025-0008	2320 N. Jefferson St.	Hobbs	1			*
NM	35-045-0019	3400 Messina Drive	Farmington	1			**
NM	35-049-0020	Runnels Bldg. 1190 St. Francis Dr.	Santa Fe	1			**
			<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	
OK	400710604	306 E Otoe	Ponca City	1			**
OK	40-109-0035	Shartel	OKC	1			**
OK	40-109-1037	OCU	OKC	1			**
OK	40-121-0415	104 Airport Road	Mcalester	1			**
OK	40-143-1127	3520 1/2 N. Peoria	Tulsa	1	1	1	D
			<b>Total</b>	<b>5</b>	<b>1</b>	<b>1</b>	
TX	480290032	6655 Bluebird Lane	San Antonio NW	1			**
TX	482010024	4510 1/2 Aldine Mail Rd.	Houston	1			**
TX	481410044	800 S. San Marcial St.	El Paso	1			**
TX	482010058	7210 1/2 Bayway Drive	Baytown	1			*
		Rim Rd. near Haw. next to UTEP					
TX	481410037	Police	El Paso	1			**
TX	483550032	3810 Huisache Street	Corpus Christi	1			**
TX	483550034	5707 Up River Rd.	Corpus Christi	1			**
TX	482011039	4514 1/2 Durant St.	Deer Park	1	1		**
TX	480850007	Exide Techno/ Ash St N-NW neigh	Frisco			1	**
TX	481411021	6767Ojo de Aqua	El Paso			1	**
			<b>Total</b>	<b>8</b>	<b>1</b>	<b>2</b>	
			<b>State/Local Total</b>	<b>39</b>	<b>4</b>	<b>5</b>	

(Over)

Page 1 of 2

State	AIRS ID	Address	City	PM2.5	PM Coarse	TSP Pb	
<b>Tribal</b>							
OK	40-001-9009	8 miles South of Stillwell	Cherry Tree	1	1		D
			<b>Total</b>	1	1		
OK	40-115-9007	Quapaw Humbawatah Particulate Site	Pitcher			1	**
			<b>Total</b>	0	0	1	
			<b>Tribal Total</b>	1	1	1	

Mod #	Reason For Modification	Status	Award Date	Obligation	Total Amount without Options	Total Amount
P00009	Funding Only Action	Released	09/28/2018	\$30,000.00	\$30,000.00	\$30,000.00
P00008	Other Administrative Action	Released	09/24/2018	\$0.00	\$0.00	\$0.00
P00007	Funding Only Action	Released	04/11/2018	-\$10,326.19	\$0.00	\$0.00
BASE		Released	12/04/2013	\$39,000.00	\$39,000.00	\$39,000.00
006	Funding Only Action	Released	04/23/2015	\$0.00	-\$1,729.64	-\$1,729.64
005	Exercise an Option	Released	09/29/2014	\$96,353.00	\$98,316.00	\$192,636.00
004	Funding Only Action	Released	05/28/2014	\$32,637.00	\$0.00	\$0.00
003	Funding Only Action	Released	01/29/2014	\$800.00	\$0.00	\$0.00
002	Other Administrative Action	Released	01/14/2014	\$0.00	\$33,437.00	\$33,437.00
001	Funding Only Action	Released	12/12/2013	\$16,900.00	\$16,900.00	\$16,900.00

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/04/2013		2. CONTRACT NO. (If any) EP-W-13-026		6. SHIP TO:	
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE R6 HOUSTON	
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 6 Houston Laboratory 10625 Fallstone Road	
7. TO: (b)(4)				c. CITY Houston	e. ZIP CODE 77099
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849		
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED	<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM	<input type="checkbox"/> h. EDWOSB			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963450866 ESAT R6- Task Order 05: National Performance Audit Program -Through The Probe(NPAP-TTP) Field Support Services No funding has been obligated to this Task Order and no ceiling has been established. Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$0.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Matt Courtad  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/04/2013	CONTRACT NO. EP-W-13-026	ORDER NO. 0005
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The ceiling to this Task Order will be changed via a modification pending negotiation between EPA and the contractor and when additional funding is made available. Until such time, no technical direction can be given by EPA to the contractor against this Task Order.                      TOPO: John Lay Max Expire Date: 09/30/2014                      Admin Office:                          SRRPOD                          US Environmental Protection Agency                          Ariel Rios Building                          1200 Pennsylvania Avenue, N. W.                          Mail Code: 3805R                          Washington DC 20460                      Period of Performance: 12/05/2013 to 09/30/2016</p>					
0001	<p>Task Order Base Period Contract Base Period Year 1                      Period of Performance:                      (12/05/2013-09/30/2014)                      Delivery: 12/05/2013</p>				0.00	
0002	<p>Task Order Option Period 2 Contract Base Period Year 2                      Period of Performance:                      (10/01/2014-09/30/2015)                      (Option Line Item)                      09/01/2014                      Delivery: 10/01/2014</p>				0.00	
0003	<p>Task Order Option Period 3 Contract Base Period Year 3                      Period of Performance:                      (10/01/2015-09/30/2016)                      (Option Line Item)                      09/01/2015                      Delivery: 10/01/2015</p> <p>The obligated amount of award: \$0.00. The total for this award is shown in box 17(i).</p>				0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

**REGION 6 ESAT CONTRACT: EPW13026**  
**Task Order 005 TTP Support**  
**Year 1**  
**Period of Performance: 12/05/13 ---09/30/2014**

**National Performance Audit Program – Through The Probe (NPAP-TTP)**  
**Field Support Services For Region 6**

**STATEMENT OF WORK**

**INTRODUCTION AND PURPOSE:**

The Office of Air Quality Planning and Standards (OAQPS) assists states in implementing the requirement in 40CFR Part 58, Appendix A for participation in the National Performance Audit and Evaluation Program by funding and managing contract support to the Program. State and local agencies have thousands of air monitoring samplers for criteria gases of ozone, carbon monoxide, sulfur dioxide and nitrogen oxides ( O<sub>3</sub>, CO, SO<sub>2</sub>, NO/NO<sub>2</sub>,) and for particulate matter of varying sizes, usually known as PM<sub>2.5</sub> microns or PM Coarse ( if PM >2.5microns). The timeliness, accuracy and resulting usefulness of the non-PM<sub>2.5</sub> audits in this program has long been debated, in part due to the limitations of current technology and the operation of such equipment. EPA has proposed improvements in the non-PM<sub>2.5</sub> audits by using the PM 2.5 PEP approach and resources for audit device delivery and operation wherever possible and useful.

The purpose of TO 005 is to implement a performance audit and evaluation program on established ambient air samplers used by state, city-local and tribal governments to monitor the criteria pollutant gases described above.

The overall National Performance Audit Program is referred to here as the NPAP-TTP (for Through The Probe) or referred to as just TTP for short. The NPAP audit or sampling could also require a different analyzer addition system for audit gas delivery depending on what the analyzer can accept.

The contractor shall perform and provide field support services to EPA Region 6 under the provisions of the ESAT Contract Statement of Work (SOW) and this Task Order. The contractor shall perform site or project specific work by means of a Technical Direction Form (TDF) issued by Region 6 EPA. The contractor shall provide support relating to the travel, set-up,



operation and dismantling of the specified instrumentation at the various sites as specified. Support includes maintenance, trouble shooting malfunctions, repair and shipment of instruments and equipment or components to and from the manufacturer for repairs or for site operations, data analysis for completeness, shipment of data and analysis logs, creation and revision of SOPs, training, health and safety, environmental compliance and other QA/QC functions as directed.

**NOTE---**

**The period of performance (PoP) for Task Order 005 under EPW13026 Base Year 1 is for services and support December 5, 2013 to September 30, 2014. The TO will include option periods and will be incrementally funded.**

**Attachment 1 gives performance criteria that have been adopted for this Task Order. The performance areas covered are those of site visits and audits, completion of work, timeliness of deliverables, equipment maintenance and training.**

**Attachment 2 gives the number and location of the audit sites expected to be completed during this PoP of the TO. The audit sites are identified as state and local (S/L) and Tribal (T) to be done during the PoP. for which a work plan and cost proposal is requested from the contractor at this time. Tribal Sites to be audited under TO 005 are included in attachment 2 as well and are to be included in the work/cost proposal as separate estimate to be submitted by the contractor. Total the overall cost.**

**Audit sites identified at a later date from those listed or increases in scope of work will require a separate work/cost proposal from the contractor.**

**TO 005 Sub-Task 01: Task Order Management:**

The contractor shall track the status of tasks, labor hours and costs for each task under this TO, including each site-specific project for the cost reimbursable portion only. The contractor shall provide the ESAT Region 6 Contract Project Officer (PO), Alternate PO (APO) and Task Order Project Officer (TOPO) with weekly and monthly reports of the above-referenced data. The internal, administrative, and management activities necessary to effectively perform the services required by the TO shall be included in these costs.

Team management shall meet with the PO/APO/TOPO and other designated EPA representatives on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant

administrative and technical issues.

The contractor shall review all deliverables prior to submission to EPA to ensure that each deliverable is accurate and complete, technically sound, and free of clerical errors. The contractor shall submit all deliverables required under this TO through a cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO.

The contractor shall immediately notify the PO/APO/TOPO as soon as it appears that schedules for the completion of any task may not be met or that there may be a performance problem. This notification can either be verbal followed by e-mail submittal or via e-mail.

The contractor shall implement its quality assurance program in accordance with its Quality Management Plan (QMP). The contractor shall prepare a Quality Assurance Project Plan (QAPP) for activities involving environmental measurements under this TO for EPA approval. The contractor shall revise its QMP and QAPP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed.

#### **Deliverables for Sub-Task 01 of this Task Order**

The contractor shall submit to the Contracting Officer (CO), PO, APO and TOPO a financial report that tracks activities under this TO for EPA review and approval on a monthly basis. The contractor shall also submit to the above the weekly and monthly reports of the status of tasks under this TO. The weekly reports shall be submitted on Thursdays for the preceding weekly period and monthly reports by the 10th of the next month.

The contractor shall submit to the above any revisions to its QMP and QAPP, in accordance with task requirements and TDFs issued by EPA.

#### **Sub-Task 02: Field Implementation Support**

Attachment 2 gives the expected audit/monitoring sites to be completed during this PoP. Specific sites to be audited will be identified by TDF. Some sites locations and or names may vary due to cancellations or changes. Site locations may vary slightly from those listed due to location shifting or re-sighting by the agencies/operators. The contractor shall use Government Furnished Equipment for the audits and also furnish a vehicle for the travel usage as appropriate.

Each site is to be sampled as per TDF and in addition to the specific sites, the contractor is to perform all necessary studies and other applicable supporting field sampling as defined in the SOPs listed at the end of this sub Task 02, under the heading, “Documentation.” A brief description of the field activities is given below (items 1 to 3):

1. The contractor shall ensure that all personnel performing work under this TO shall have received the appropriate training and are certified by the EPA to perform required field their activities. Details concerning training and certification are provided in subtask 05 of this TO.
- 2 The contractor shall receive audit generation and materials (especially blended stock and ambient verification compressed gas standards) and support equipment from a pre-determined EPA contractor and/or Regional laboratory and store until use.
- 3 The contractor shall transport a portable, EPA criteria pollutant -generating and reference or equivalent method verifying performance evaluation system to a site specified in the TDF. The analyzer will be made ready for operation and checked for acceptable performance (accurate and reliable compared to NIST traceable standards verified by EPA reference or equivalent methods), perform all necessary quality control checks, deliver the verified PE test gases to the station inlet(s), or, if that is not possible, at least to the back of the analyzer(s), and test the station analyzers for a time sufficient to demonstrate and document accurate and reliable performance.
4. If the station results are acceptable, the contractor will provide a draft, preliminary report documenting that result. If the initial results do not pass, the contractor will either provide trouble shooting, call for EPA trouble shooting assistance, and/or allow the station operator (auditee) to address the discrepancy and resolve the problem, if it does not compromise the audit schedule. If time allows, a retest may be conducted if authorized by the EPA. Most likely the re-audit will be re-scheduled. Once the test audit is done, the contractor will carry out the post audit activities and shut down procedures.

Given the extent of areas to be covered in Region 6, there may be instances where it is beneficial to the government to have the contractor arrange the site travel for one or more overnight stays. Such sites and travel impact shall be identified during the site visit or planning stages of the schedule as described above. During extended periods of travel, the contractor shall perform PM and/or NPEP audit functions at other required sites specified in the TDF which may be reasonably accessible. When on travel, the contractor shall, whenever possible, acquire lodging and meals in accordance with government travel rules and regulations.

The contractor may be required to attend meetings or conference calls with the EPA and other personnel for planning and coordinating purposes. Field activities and tasks at those sites will be assigned to the contractor for field support by means of a TDF. All work shall be completed in accordance with the instructions of the TDF, including all referenced SOPs and guidance. No deviations from the SOPs, instructions, work requested or technical procedures given in the TDF, should be made without prior receipt of alternate written technical direction.

The contractor shall perform field QA/QC related activities as associated with this task, such as calibrations, verifications, collocations, implementing field zero and upscale span verification checks, review of field data validity, entry of data into logbooks, and preparation of deliverables, as specified in the NPAP-TTP SOP or the TDF.

The contractor shall coordinate with the laboratory which ships materials or equipment to Region 6 Houston Lab and communicate with the TOPO regarding materials, equipment, needs and shipments. The contractor shall conduct these communications consistent with the standard operating procedures for the PM2.5 Performance Evaluation Program, field portion (PEPF) section 2.0.2.

The contractor shall receive, store, handle, and ship audit gas standard(s) and audit system instrument spare materials or equipment according to the spare parts lists in the NPAP TTP SOP. These procedures and the analytical routine at the verification/certification laboratories apportion Region 6 a fixed number of materials or equipment- see the spare parts list in the NPAP TTP SOP [monthly, quarterly, or semiannually] . Accordingly, the contractor shall take into account the budget for NPAP audits, including costs and other resources associated with the NPAP audit equipment and materials in project planning. Whenever, due to anticipated fluctuations in audit materials or equipment demand, the routine apportionment of audit items will be inadequate to cover the demand, the contractor shall notify the TOPO of the specific number and type of extra audit items needed so that a request for supplemental items can be made. The contractor should notify the TOPO of such supplemental needs for audit items as soon as possible in advance of the actual need. Projections of audit standard or spare item demand shall include all items needed for the project, including those used in actual performance evaluations, field verifications or in-laboratory certifications, collocation tests, and an allowance for losses due to mistakes, leaks, unanticipated use during troubleshooting, defects or damage. The additional allowance for losses shall be approximately ten percent of the audit item demand imposed by the standard operating procedure and the planned schedule of performance evaluations.

The contractor shall inspect, inventory, and store other supplies that are to be used in the NPAP-TTP Performance Evaluation Program, consistent with the standard operating procedure NPAP-TTP SOP Sections on Spare Parts and Equipment and Materials Inventory. The contractor shall also maintain documents and records pertinent to the overall NPAP-TTP program..

**Documentation:**

**SOPs, SOWs and Guidelines Available to the Contractor**

For the performance of field support operations as defined in this Task, activities are to be accomplished using the basic methods as described in the following document(s):

The National Performance Evaluation Program --- website at <http://www.epa.gov/ttn/amtic/npepqa.html> and

NPAP SOPs ---- website at <http://www.epa.gov/ttn/amtic/npapsop.html>

The field SOP consists of a READ-ME- First file followed by a cover page, a table of contents and an overview of performance evaluation. Section 2 and following at this update relate to planning, preparing, calibration, mobile lab, site set-up, TTP performance evaluation, etc. SOPs are available for individual gas audits.

This SOP and many other related NPAP/NPEP files are available to the contractor at the internet sites.

**Deliverables for Sub-Task 02 of This Task Order:**

For each sample project assigned to the contractor or as specified by the TDF, the submission of interim and/or final deliverables will be required as listed below:

Audit results including, appropriate data and field forms will be packed in accordance with the instruction contained in the above referenced SOPs and submitted to the TOPO at the Regional home base laboratory facility specified in the TDF, unless otherwise properly stored. A field package consisting of electronic data, station log, and field notes (copy) shall be delivered to the APO/TOPO in a monthly report. Documentation to be included in the deliverable's package may be specific to the site or support requested and will be detailed in the TDFs, or referenced SOPs. The contractor personnel must sign and date all field notes and station logbooks.

In the monthly report, the contractor shall identify any audits that the contractor was unable to complete or re-audit within 48 hours after the end of an audit run including the time elapsed between the end of the run and audit and/or trouble

shooting completion. The contractor shall submit electronic sampling data to the TOPO quarterly.

On a weekly basis (say Thursday), submit to the TOPO a field status report, indicating the work completed during the prior week. In addition, note any problems found with implementation, equipment, or supplies during the week.

### **Sub-TASK 03: QA/QC Support and Other Related Activities**

The contractor shall perform the following QA/QC support and other related activities:

NPAP-TTP System Equipment and Standard Tracking- The contractor shall track the TTP equipment and materials used, received from and/or shipped for field operations or for analytical and maintenance support, as per the SOPs referenced in Task 2 of this TO.

SOPs- the contractor shall review all SOPs guidance documents and protocols used by the contractor for the performance of work specified in subtask 02.. The contractor shall provide comments on the documents and/or proposed changes in writing to the APO/TOPO.

QAPP - As specified by TDF, the contractor shall review the NPAP\_TTP Performance Audit Program QAPP used by the contractor for the performance of work specified in subtask 02. The contractor shall provide comments on proposed changes.

Conference Calls, Meetings and Discussions - The contractor shall participate as required or needed in conference calls, meetings and discussions and provide field experiences as well as pre-cautionary information resulting from unusual events encountered in the field.

Field Data Verification - The contractor shall review and verify all field data generated during the audit. For this procedure the contractor shall follow the SOP.

### **Deliverables For Sub-Task 03 of This Task Order**

The contractor shall submit, at a specified time as requested by TDF, a list of proposed changes to any and all field SOPs and QAPPs . The list shall include the most recent date and version of the documents and the most recent date of review by the contractor. The contractor shall submit an electronic version of all data corrections submitted..

The contractor shall submit to the PO/APO/TOPO a weekly report every Thursday of PE equipment and/or certified or re-certified standards receipt and shipment for the prior week. This information may be presented in the weekly report.

#### **SUB-TASK 04: Maintenance and Repair of Equipment**

The contractor shall assure the availability of an appropriate vehicle(s) to perform all required activities of this Task Order. The contractor shall maintain the equipment, including the support vehicles, in road-ready condition to allow deployment for field projects on a continuous basis. Example activities include: maintenance and repairs to the vehicles such as tune-ups, tire, fluid and other routine checks; installation of trailer hitch(es), instruments and gases; and electrical repairs. Log books on the condition and maintenance of each vehicle shall be kept.

The contractor shall inspect, service, test and store instruments used for this TO consistent with the sections of the referenced SOPs. A database or written checklist shall be used to manage preventive maintenance. Logbooks/electronic files shall be used to document maintenance of each portable sampler. The contractor shall keep readable notes or e-files with enough detail that other persons knowledgeable in the subject matter can interpret the actions described in the notes. Summaries of maintenance will be reported to the TOPO at least monthly.

The contractor shall also perform, in accordance with applicable SOPs, routine field instrument and equipment maintenance, cleaning and preparation of equipment, and sample custodial duties of any equipment furnished, including cellular phones, cameras, laptop computers, ladders, and storage cases, etc..

#### **Deliverables for Sub-Task 04 of this Task Order**

The contractor shall keep a repair and maintenance log for each instrument and for each vehicle used. The contractor shall submit monthly to the PO/APO/TOPO a written summary of the previous month's preventative and remedial maintenance in the monthly activity report and make logbooks available for inspection by the EPA.

### **SUB-TASK 05: Training:**

The contractor shall ensure that all employees performing work under this Task Order have been provided any and all health & safety training required by law or regulation, or EPA regional policy.

The EPA requires that all personnel performing field work under this Task Order must receive specific training covering all aspects of the field work, including equipment operation and maintenance and possibly passing an examination. EPA offers this training periodically on an as-needed basis. The contractor will be required to send all field personnel assigned to National Performance Audit Evaluation Program Field Support Services to one of the national training sessions or as directed by the EPA. Upon successful completion of the training program, personnel will be certified to perform field work under this TO. No personnel may perform field work under this Task Order without prior certification by EPA. Details concerning specific dates and locations of training sessions will be provided to the contractor via TDF. The TDF may authorize the attendance of back-up personnel at training sessions.

In the event of personnel changes, the contractor should contact the PO/APO/TOPO to arrange for training and certification of new personnel.

The contractor may be directed by TDF to attend other training such as specific instrument operation /maintenance or other EPA specific requirements to be performed under this Task Order.

The contractor may also be directed by TDF to perform NPAP-TTP training on-site at the EPA - Houston facility and/or off-site to customers such as EPA, other state and local governments, tribes, and other approved groups.

### **Deliverables for Sub-Task 05 of this Task Order:**

Specifics of training so given or received, as described in sub-task 05 above, will be fully described in the progress reports.

### **SUB-TASK 06: Monitoring Site Reconnaissance:**

As part of the routine field activities associated with set up of the TTP audits, the contractor shall make observations of the physical characteristics of the monitoring location and to annually fill out a "Site Evaluation Checklist." (normally the first



visit to a new site). See 40 CFR 58, Appendix E for details of site evaluation.

Additionally, on an annual basis the contractor shall take a set of at least five photographs (digital) of each monitoring location in attachment 2 as specified in the TDF. Typically, one photo shall show the physical location of the permanent sampling device in relation to its surroundings and the remaining four photographs shall be views from the sampling device looking to the north, east, west, and south. Photographs are only required for the first visit. However, when a notable change in the site configuration has occurred, new documentation of the site is required.

The following guidance, based upon EPA regulation\*, shall apply in completing the site evaluation checklist:

Consider "obstructions" to be nearby objects that meet certain criteria and "obstacles" to be more distant objects that meet other criteria. Measure and record as obstructions, if possible, the distances and heights of any objects; record descriptions of the obstructions.

Estimate and record as obstacles the distances and heights of more distant objects such as buildings or trees whose distance from the inlet of a sampler is less than twice the height by which the object extends above the inlet; record descriptions of the obstacles.

By observation, estimate whether there are any objects whose distances from the site probe are less than ten times the height by which each object extends above the site probe AND which are separated by an arc of less than 270 degrees of azimuth which includes the prevailing wind direction. Such objects shall be recorded as potential restrictions to air flow. Estimate and record the distances and heights of such objects; record the descriptions of the restrictions to air flow.

Measure and record the distance to any flues of natural gas combustion that are within 5 meters of the site probe. Estimate and record the distance to any active chimneys or flues of oil, coal, wood, or waste combustion that are within 50 meters of the probe; record descriptions of the flues.

\* See 40 CFR 58, Appendix E.

**Deliverables for Sub-Task 06 of this Task Order:**

A completed "Site Evaluation Checklist" shall be submitted of the site reconnaissance to the APO/TOPO as soon as practical, usually within two weeks.

A set of three prints or a digital camera picture of each site taken shall be submitted as above within 30 days of the site reconnaissance or the first due monthly report. Each picture submitted must be clearly identified with the date and time the photo was taken, the monitoring location depicted in the photo, and the view represented in the photo. The contractor should carefully store all photographic negatives or digital camera electronic file downloads, so that additional prints/pictures may be supplied if requested by EPA. This task shall be performed only for selected sites, identified through a TDF, and not routinely for every audit. Photographs are only required for the first visit to a site or as requested..

112513 revised TTP SOW TO 005  
R6 ESAT Contract EPW13026  
Inc update to websites and document  
Also includes SLT sites  
M.L. Ritter

**Attachment 1: Performance Criteria for Task Order 005-TTP Support**

<b>Task Area</b>	<b>Performance Requirement</b>	<b>Performance Standard(s)</b>	<b>Acceptable Quality Level</b>	<b>Method of Surveillance</b>
Annual Site Audits	Audits shall be conducted for each station listed in the SOW	Each station is visited annually	During the PoP, at least 75% of the listed stations are visited each year	The TOPO will review the monthly reports for required station visit numbers
	Audits are valid	Audits conducted as per SOPs	At least 75% of the listed stations have valid runs each year	The TOPO will review the monthly reports for 75% valid run criteria
	Documentation of visit is in accordance with SOP	Complete entries in all required fields of field data sheets and audit report forms	Over the evaluation period, no more than 20 entries on the forms are incomplete or illegible (i.e., approximately 90% of forms are completed properly	Verify completeness of required forms against SOPs. Ensure that all areas to be addressed according to the SOP are addressed
	Accuracy	Appropriate entries; corrections are noted	At least 90% of erroneous entries are properly deleted and changes are comprehensible	Examine audit report forms and field data sheets included in monthly

Audit results and field packages Task 2	Complete	Complete package of audit results and field data as outlined in Task #2 deliverables	At least 90 % of the results and data are documented and delivered to TOPO	TOPO reviews monthly reports/data packages for completeness
Equipment Maintenance Task # 4	Equipment is available as needed	Site visits are not delayed or cancelled due to the equipment problems	No more than four site visits are impacted due to equipment problems during the performance period	Review monthly reports and conduct spot checks
	Equipment maintenance logs are summarized	Summaries are written monthly	A summary must be written every month	TOPO will review upon receipt
Training Task #5	Train field personnel (primary and any alternates)	Timeliness—upon hire must pass certification and every year after.	This requirement must be met 100% of the time	Receive certificates, backed up with RTP/OAQPS training rosters
Monitoring Site Reconnaissance	Provide photos/document of monitor sites to TOPO	All sites visited are photographed (from the north, south, east and west; and one picture showing the overall setting)	90% of the sites visited are photo/documented	Photographs are submitted to the TOPO

## NPAP-TTP Sites in Region 6

Up dated 10/31/2013

\*\* TBC by 9/30/14

FY2014 TO 05							** TBC by 9/30/14		
Count	State	AIRS ID	CO	NO2	O3	SO2	Address State/Local T= trace audit	City	D= done Audit Due
1	AR	50350005 05119- 0007		1	1		Lh Polk And Colonial Drive	Marion	**
2	AR	<b>Total</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	PARR	North Little Rock, AR	D
3	LA	220050004		1	1		11153 Kling Road	Dutchtown	**
4	LA	220190008		1	1	1	2646 John Stine Road	Westlake	**
5	LA	220470012		1	1		Highway 171	Carville	**
6	LA	220870004			1	1	4101 Mistrot Dr.	Meraux	**
7	LA	220870007				1	24 E Chalmette Circle	Chalmette	**
		<b>Total</b>	<b>0</b>	<b>3</b>	<b>4</b>	<b>3</b>			
8	NM	350010027			1		Taylor Ranch-5100 Montano Blvd NW	Albuquerque	**
9	NM	350011013	1		1		North Valley-9819 2nd St.NW	Albuquerque	**
		<b>Total</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>			
10	NM	350130008			1		St Lukes Episcopal Ch Rt 1	La Union	**
11	NM	350130022		1	1		104-2 Santa Teresa International Blvd	Santa Teressa	**
12	NM	350130023			1		750 N.Solano Drive	Las Cruces	**
13	NM	350250008		1	1		2320 N. Jefferson St	Hobbs	**
		<b>Total</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>1</b>			
14	OK	40-143- 1127	T	1	1	T	3520 1/2 N. Peoria	Tulsa	D
15	OK	401430178 40-143- 0235			1		Lynn Lane-18707 E. 21st Street	Tulsa	**
16	OK	40-143- 0179				1	2443 South Jackson	Tulsa	D
17	OK	40-109- 1037				1	124 N Riverside Dr.	Tulsa	**
18	OK	<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	Oklahoma Christian Univ.	OKC	D
		<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>4</b>			
19	TX	48-309- 1037	1	1	1	1	4472 Mazanec Rd.	Waco	**

20	TX	48-141-0037	1	1	1	1	250 Rim Rd. next to UTEP Police Station	El Paso	D
21	TX	48-381-9991			1		Palo Duro CASNET PAL190	Canyon	D
		<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>			

	State	AQS ID	CO	NO2	O3	SO2	<b>TRIBAL</b> Address	City	
1	OK	40-001-9009	T	1	1	T	8 miles S. of Stillwell Ncore	Cherry Tree	D
2	OK	40-115-9004			1		Quapaw Tribe'S Industrial Park	Miami	**
3	OK	40-015-9008			1		Wester Deleware Tribal Complex	Anadarko	**
	<b>Tribe</b>	<b>Total Audits</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>1</b>			

**TBC= To Be Completed**  
**Total of 15 S/L audit sites and 2 Tribal**



Mod #	Reason For Modification	Status	Award Date	Obligation	Total Amount without Options	Total Amount
P00008	Funding Only Action	Released	09/28/2018	\$30,000.00	\$30,000.00	\$30,000.00
P00007	Other Administrative Action	Released	09/24/2018	\$0.00	\$0.00	\$0.00
P00006	Funding Only Action	Released	04/05/2018	-\$10,258.00	\$0.00	\$0.00
BASE		Released	12/04/2013	\$0.00	\$.01	\$.01
005	Funding Only Action	Released	12/18/2014	\$45,000.00	\$0.00	\$0.00
004	Other Administrative Action	Released	10/02/2014	\$0.00	\$0.00	\$0.00
003	Exercise an Option	Released	09/29/2014	\$29,096.00	\$75,350.00	\$140,743.00
002	Other Administrative Action	Released	01/14/2014	\$37,809.00	\$37,809.00	\$37,809.00
001	Other Administrative Action	Released	12/20/2013	\$0.00	-\$0.01	-\$0.01



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/04/2013		2. CONTRACT NO. (If any) EP-W-13-026		6. SHIP TO: a. NAME OF CONSIGNEE R6 HOUSTON	
3. ORDER NO. 0006		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS U.S. EPA Region 6 Houston Laboratory 10625 Fallstone Road	
7. TO: (b)(4)				c. CITY Houston	e. ZIP CODE 77099
a. NAME OF CONTRACTOR ALION SCIENCE AND TECHNOLOGY CORPORATION				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1000 BURR RIDGE PKWY (b)(4)				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:  <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY BURR RIDGE		e. STATE IL	f. ZIP CODE 605270849		
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) Multiple	
16. DISCOUNT TERMS					

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 963450866 ESAT R6- Task Order 06: Homeland Security Analytical Support No funding has been obligated to this Task Order and there no ceiling has been established. The ceiling to this Task Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$0.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Matt Courtad  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 12/04/2013	CONTRACT NO. EP-W-13-026	ORDER NO. 0006
-----------------------------	-----------------------------	-------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Order will be changed via a modification pending negotiation between EPA and the contractor and additional funding is available. Until such time, no technical direction can be given by EPA to the contractor against this Task Order.</p> <p>TOPO: Myra Perez Max Expire Date: 09/30/2014</p> <p>Admin Office:</p> <p>SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Period of Performance: 12/05/2013 to 09/30/2014</p>					
0001	<p>Task Order Base Period Contract Base Period Year 1</p> <p>Period of Performance: (12/05/2013-09/30/2014)</p>					
0002	<p>Task Order Option Period 1 Contract Base Period Year 2</p> <p>Period of Performance: (10/01/2014-09/30/2015) (Option Line Item) 09/01/2014</p> <p>Delivery: 10/01/2014</p>				0.00	
0003	<p>Task Order Option Period 2 Contract Base Period Year 3</p> <p>Period of Performance: (10/01/2015-09/30/2016) (Option Line Item) 09/01/2014</p> <p>Delivery: 10/01/2015</p> <p>The obligated amount of award: \$0.00. The total for this award is shown in box 17(i).</p>				0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

**REGION 6 ESAT CONTRACT: EP-W-13-026**  
**Period of Performance: 12/05/2013 – 09/30/2014**  
**Base Year 1**

**Task Order 06**  
**Homeland Security Analytical Support for Region 6**

**STATEMENT OF WORK**

**INTRODUCTION AND PURPOSE:**

The purpose of this Task Order (TO) is to provide Chemical Warfare Agent (CWA) analytical chemistry support to the Region 6 EPA Laboratory.

The contractor shall provide analytical chemistry support services to the Region 6 EPA Houston Laboratory under the provisions of the Draft Analytical Protocol for Extractable Chemical Warfare Agents using Gas Chromatography /Mass Spectrometry, February 2011; U.S. Environmental Protection Agency (EPA) Environmental Response Laboratory Network (ERLN) Chemical Warfare Agents (CWA) Laboratory Exercise Plan for Determining Sample Throughput and Capacity, Fall 2010; and Study Specific Instructions for Initial Demonstration of Capability (IDC) of Procedures to Measure Chemical Warfare Agents in Environmental Samples using Gas Chromatography/Mass Spectrometry (GC/MS), March 2011. EPA will provide adequate facilities, equipment and supplies to perform all analytical-related tasks under this TO. As stated in the protocols, the contractor shall perform sample preparation, extraction, concentration, clean-up, and laboratory support operations as required by the analytical method or analysis specified or referenced in the Technical Direction Form (TDF). The contractor shall develop new methods or revise existing standard operating procedures (SOPs) for analyses and sample preparation, including methods, analytes or matrices for tasks described in this task order. The contractor may perform peer review of analytical data generated by the EPA Region 6 Laboratory under this task order.

**TASK 01: Task Order Management:**

The contractor shall track the status of tasks and labor hours and costs for each task under this TO, including each site-specific project, in accordance with an SOP to be submitted by the contractor for EPA approval. The contractor shall provide the contract Project Officer (PO) and TOPO with weekly reports of the above-referenced data. The initial report shall be in a format proposed by the contractor. EPA will review the initial report and specify changes for subsequent reports through the issuance of a Technical Direction Form (TDF).

Team management shall meet with the PO, and TOPO on a weekly basis or as needed, at agreed-upon times, to update EPA on the status of tasks and schedules for their completion and to address relevant administrative and technical issues.

The contractor shall submit all deliverables required under this TO through a transmittal slip and cover letter identifying each document submitted. The contractor shall also maintain a hard copy and computer file of each deliverable submitted under this TO. Each final deliverable such as analysis submitted to the PO and TOPO shall be accompanied by a "Task Completion Form" in a format approved by EPA. Sample preparation extracts shall be delivered to the EPA with appropriate laboratory form.

The contractor shall peer review all deliverables prior to submission to EPA. The peer reviewer shall not have been significantly involved in the direct preparation of the deliverable being reviewed. The review shall assure that each deliverable is accurate and complete, technically sound, and free of clerical errors. A copy of the appropriate Internal Review Form(s), completed in accordance with the contractor's Quality Management Plan, shall be provided to the PO and TOPO with each deliverable. If such a review cannot be performed on any deliverable, the contractor shall contact the PO and TOPO prior to submission of the deliverable.

The contractor shall immediately notify the PO and TOPO as soon as it appears that schedules for the completion of any task may not be met. This notification shall be submitted via e-mail on a form developed by the contractor and approved by the PO. The contractor shall also notify the PO immediately upon learning of anything that may affect performance under this TO.

The contractor shall implement its quality assurance program in accordance with its Quality Management Plan (QMP). The contractor shall revise its QMP in accordance with task requirements or as required by EPA through the issuance of a TDF.

The contractor shall implement a health and safety program in accordance with its Health and Safety Plan and all applicable Federal, state, and local laws and regulations and EPA facility work rules. The contractor shall revise its Health and Safety plan as needed to assure that all requirements specified above are addressed. The contractor shall follow Good Automated Laboratory Practices for all analytical work required under this TO. The contractor shall comply with all Region 6 Lab environmental and waste handling rules and procedures while in the lab.

**Deliverables:** The contractor shall submit to the PO, TOPO, and CO, if requested, an SOP for tracking activities under this task.

The contractor shall submit to the PO and TOPO weekly reports of the status of tasks, costs, and hours expended under this TO. The reports shall be submitted on Thursdays for the preceding weekly period.

The contractor shall submit to the PO and TOPO a QMP, covering applicable activities under this TO within the periods specified in applicable TDFs. The contractor shall submit to the PO

and TOPO any revisions to its QMP, in accordance with task requirements and TDFs issued by EPA.

The contractor shall submit to the PO and TOPO a Health and Safety Plan within 45 days of TO award.

## **TASK 02: Environmental Sample Support--Preparation and /or Analysis**

Samples will be assigned to the contractor for analytical chemical support by means of a Technical Direction Form (TDF) issued by the TOPO. The TDF will give specifics as to the number of samples, preparations and/or analyses requested, sample matrices, start and completion dates for the contractor effort. The contractor shall complete all work in accordance with the instructions of the TDF. Sample preparation and support methods may be cited by reference or in EPA Region 6 SOPs available to the contractor. If deviations are required from the instructions, work requested or technical procedures given in the TDF, alternate technical instructions will be provided in writing via TDF.

The contractor shall perform typical organic environmental sample preparations such as extraction, concentration and clean-up techniques specified by the CWA SAP, the Throughput Study, the multi-lab validation, and other analytes as specified to the contractor. In addition, specific methods may be developed or required for the preparation and/or analysis of certain analytes. Such preparations and determinations may also include determination of solids, chemical reactivity and combinations of clean-up methods or concentration techniques.

The contractor shall be responsible for becoming familiar with the Regional Laboratory Information Management System (LIMS). The contractor shall input sample prep and/or analysis information into the LIMS in accordance with EPA guidance and instructions.

The contractor shall perform general laboratory maintenance and support such as described in Task I including general housekeeping, glassware cleaning and disposal, solvent restocking, sample disposal, check daily temperature logs of refrigerators, freezers and ovens, balance checks, and instrument maintenance.

Due to safety and health requirements, two persons are required when handling CWA materials. The ESAT contractor will be working with EPA personnel in performing these tasks.

### **Documentation: SOPs, SOWs and Guidelines Available to the Contractor**

For the performance of sample preparation and laboratory support operations as defined in this Task Order under TASK I, activities are done using the EPA basic methods as described in the following documents which are available to the contractor:

I. For preparation of samples for CWA analysis, the following documents or methods are available:

- A. Draft Analytical Protocol for Extractable Chemical Warfare Agents using Gas Chromatography /Mass Spectrometry, **February 2011**
- B. U.S. Environmental Protection Agency (EPA) Environmental Response Laboratory Network (ERLN) Chemical Warfare Agents (CWA) Laboratory Exercise Plan for Determining Sample Throughput and Capacity, **Fall 2010**
- C. Study Specific Instructions for Initial Demonstration of Capability (IDC) of Procedures to Measure Chemical Warfare Agents in Environmental Samples using Gas Chromatography/Mass Spectrometry (GC/MS), **March 2011**

II. For general lab preparation and support, the following is a partial list of EPA Houston Laboratory standard operating procedures (SOPs) which are available: The contractor shall have access to all SOPs which can be found under the LAN at S/SHARE/SOPS:

### **Environmental Services Branch--- Houston SOPs**

#### **TABLE OF CONTENTS**

##### **QA/ Safety/ Sample Management**

<u>SOP Number</u>	<u>SOP Title</u>
SOP SH-01:	Chemical Inventory
SOP SH-02:	Waste Disposal
SOP SM-03:	Sample Custody
SOP SM-04:	Preparing Project Files and Final Reports
SOP QA-06:	Percent Dry Solids
SOP CWA-001	CWA Laboratory Security
DSHP	Dilute Solution Hygiene Plan for Chemical Warfare Agents

##### **Organic Laboratory Procedures**

<u>SOP Number</u>	<u>SOP Title</u>
SOP 001:	Organic Glassware Cleaning
SOP 100:	Sample Extraction: General Guidance
SOP 002:	Sample Extract Transfer Log
SOP 003:	Quantitation and Reporting
SOP 004:	Organic Data Review
SOP 701:	Semi-volatiles Analysis
SOP 698:	Organic Extraction Concentration Methods
SOP IQ-8:	Significant Figures and Rounding

NOTE- New SOPs and updates to the above EPA-Houston SOPs are available on the Houston Lab's LAN network (R6HOUSTON\SHARE\SOPS). EPA SOPs will be created for handling, prepping, and analyzing chemical warfare agents. These SOPs were not available at the time this task order was written.

TDFs from EPA to the contractor for lab support services will normally specify CWA SAP and/or EPA SOPs as performance criteria. If the contractor desires to use their own SOP for a specific TDF, it is the contractor's responsibility to cross-reference their SOPs with those of EPA and assure compatibility if contractor SOPs are used. The contractor's SOPs when used must have EPA approval.

The following is an estimate of the number of samples that will require preparation and/or analysis during the period of performance 12/05/13 to 09/30/2014.

Lab Support	Sample Preparation &/or Analysis	ESTIMATED NO. OF SAMPLES
Organic	CWA prep	625
	Total prep	625

Does not include laboratory QC samples. <sup>1</sup>

The TOPO will assign the analysis of each batch of samples covering a specific project and other analytical support activities through the issuance of a TDF. The TDF will specify the number and identity of samples requiring analysis and/or preparation, the analytical methodologies to be used and a schedule for prep/analysis and submission of deliverables.

**\* DELIVERABLES FOR TASK 02 \***

For each sample project assigned to the contractor or as specified by the TDF, the submission of interim and/or final deliverables will be required as listed below:

\* Sample extracts for organic analysis shall be delivered to the proper holding area or analyst as specified. Lab and LIMS bench sheets shall be delivered and shall indicate all appropriate procedures, weights, volumes, dilutions, clean-ups, standards, surrogates and spikes used (lot numbers, traceability of standards must be in lab notebooks), times started and completed, all concentration methods or blow-downs used. The contractor personnel shall sign and date all bench sheets or lab notebooks. After completion, the contractor shall submit the completed ESAT preparation or analysis record package to the TOPO. Documentation to be included in

the deliverables package may be specific to the analysis or support requested and will be detailed in the TDFs.

\* The EPA or ESAT analyst (as specified by the TDF) shall receive the samples extracts or process the analysis and shall inform the TOPO of needed corrections or resubmissions required; the required resubmissions shall be delivered to the TOPO. The contractor will be notified via TDF of required resubmissions and the required delivery via TDF.

\* On a weekly basis, the contractor shall submit to the TOPO and PO, a lab status report for organic samples, indicating the work completed, work pending and estimated completion dates for active projects. In addition, the contractor shall note any problems found with equipment or supplies during the week.

On a semi-annual basis ( fiscal year and contract year end), the contractor shall submit an End of the Year Report that provides the total number of samples analyzed and prepped by parameters (e.g. total semi-volatiles prep, total semi-volatiles analyzed, etc.). The contractor shall provide this information in an electronic and hard copy format. The End of the Year Reports must be maintained electronically during the duration of the contract. The report shall be in a format proposed by the contractor, an approved by EPA.

### **TASK 03: QA/QC Support and Other Related Activities**

The contractor shall evaluate new analytical methods, procedures or lab support equipment or instrumentation (liquid chromatograph, concentrators, clean-up, etc.). Specific technical instruction will be provided via the TDF issued by the TOPO. The task objective is to verify the acceptable performance of the method, equipment, instrument or procedures. Technical criteria to be used in performing evaluation(s) will be specified in the TDF.

As specified by TDF or on an annual basis which ever is more frequent, the contractor shall prepare, review and revise, as necessary, all contractor SOPs, guidance documents and analytical protocols used for the performance of work specified in Tasks 02 of this Task Order. The contractor shall develop and draft new SOPs, as needed, if they are used and are specific to new or revised analytical procedures or lab support requirements.

The contractor shall perform QA/QC related activities as associated with this task, such as review of lab logbooks, reports and deliverables. A visual inspection of glassware and sample preparation apparatus may also be done.

In addition, the contractor shall perform analytical chemistry related activities which are necessary to support EPA QA and consistent with this task order such as attendance at EPA and/or OSHA required health and safety training, vendor-specific operation /maintenance training for specialty equipment/instruments and other EPA- specific training required to



perform tasks specified in this task order as specified by the TDF. It is anticipated that the contractor will require additional training due to increased security and safety measures required for handling CWA material.

**\* DELIVERABLES FOR TASK 03 \***

For SOPs, the contractor shall submit to the TOPO and PO, a complete list of all current contractor SOPs applicable to those activities provided for in Task I of this Task Order. The list shall include the most recent date and version of the contractor SOP and the cross reference to the EPA SOP, if applicable. Changes to existing contractor SOPs since the last update shall be noted by italics; new SOPs shall so be designated. Each revision, update or new SOP shall be submitted to the TOPO via electronic or hard copy 14 days before use. For other specific items, the TDF will specify the deliverables.

Mod #	Reason For Modification	Status	Award Date	Obligation	Total Amount without Options	Total Amount
P00011	Other Administrative Action	Released	05/15/2018	\$0.00	\$0.00	\$0.00
P00010	Exercise an Option	Released	05/09/2018	\$0.00	\$82,596.00	\$82,596.00
BASE		Released	12/04/2013	\$0.00	\$0.01	\$0.01
009	Exercise an Option	Released	09/14/2017	\$0.00	\$40,096.00	\$0.00
008	Exercise an Option	Released	09/19/2016	\$0.00	\$39,291.00	\$0.00
007	Exercise an Option	Released	09/29/2015	\$0.00	\$4,310.43	-\$34,228.57
006	Funding Only Action	Released	04/09/2015	\$0.00	-\$15,489.68	-\$15,489.68
005	Other Administrative Action	Released	11/25/2014	\$0.00	\$16,007.87	\$216,529.87
004	Exercise an Option	Released	09/29/2014	\$0.00	\$0.00	\$0.00
003	Funding Only Action	Released	01/23/2014	\$37,664.00	\$0.00	\$0.00
002	Funding Only Action	Released	01/23/2014	\$0.00	\$37,663.99	\$37,663.99
001	Other Administrative Action	Released	01/14/2014	\$0.00	\$0.00	\$0.00